



DOUGLAS SHIRE COUNCIL COMMUNITY GRANTS PROGRAM

Community Facilities Grant Guidelines

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Douglas Shire Council Community Grants Program

Community Facilities Grant Guidelines

Community Facilities Grant	
Description	Supports not for profit organisations to undertake projects that improve the quality and sustainability and accessibility of a Council facility for the enhancement of community participation. Planning and design for a proposed Community Facility improvement or development project
Examples of projects	Projects that reduce risk/improve safety Storage improvements New infrastructure initiatives to encourage active living
Maximum grant amount	\$10,000
Applicant Co-contribution required	A 20% financial (cash) co-contribution from the community organisation is required under this grant
Application Dates	Opens Annually - on a time nominated by Council and advertised on the DSC Website
Expression of Interest (EOI) Application	EOI Round -opens first Monday of the month nominated by Council EOI Round - closes last Friday of the month nominated by Council
Invitation to Apply – Application	Application Round -opens first Monday of the month nominated by Council Application Round - closes last Friday of the month nominated by Council
Application process	Online EOI via Douglas Shire Council Website. Invitation to apply
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices/receipts and photos of completed project. Acknowledgement of funding.

Grant Priorities

- The **Community Facilities Grant** supports organisations to undertake projects that address one or more of the following:
 1. improve the quality and sustainability and accessibility of the facility
 2. the increase, maintenance, or enhancement of community participation and access
 3. encouraging the multi-use or shared use of community facilities
 4. addressing issues of risk management or compliance with Australian standards

Funding Amount and Applicant Co-contribution

Grant	Maximum Grant Funding Amount Per Annum Per Organisation
Community Facilities Grant	<ul style="list-style-type: none"> • \$10,000 GST exclusive) maximum funding • A 20% financial (cash) co-contribution from the community organisation is required under this grant • Retrospective funding of projects is not available

Assessment and Notification

Grant	Assessment Process	Notification
Community Facilities Grant	Officer – Assessment Panel – Council Meeting	Email

Grant Application Stages

Community Grant Application Forms are available online at the Douglas Shire Councils Webpage, hard copies from the Douglas Shire Council's Mossman Administration Office 64-66 Front St, Mossman.
Incomplete or late applications will not be considered

Grant	Stages	Acquittal Required
Community Facilities Grant	<ul style="list-style-type: none"> • EOI Form • Invited to Apply • Application Received • Eligibility Check • Assessment • Decision • Funding Agreement • Funding Acquittal 	Yes – Grant Recipients are required to complete and submit a Council grant Outcome Report template within 8 weeks of activity completion. Including a summary of income and expenditure, including copies of invoices/receipts and photos of completed project. Acknowledgement of funding.

Assessment Criteria Applicant and Project– Community Facilities Grant	Weighting
Applicant Eligibility	If applicant answers NO to any mandatory criteria their application cannot proceed
<p>Applicant Eligibility Mandatory</p> <ol style="list-style-type: none"> 1. Not-for-profit community organisations or individual if under the auspices of a Not-for-profit organisation 2. Be based in the Douglas Shire Region 3. Have a current ABN 4. Have no overdue Douglas Shire Council grant acquittals 5. Have no overdue Douglas Shire Council payments 6. Have a valid public liability certificate of currency with a minimum \$20 million coverage. 7. Organisation holds a current Tenure Agreement with Douglas Shire Council, operating on Council owned or controlled land <p>Application to proceed</p> <ol style="list-style-type: none"> 1. Organisation must provide a copy of certificate of Incorporation 2. Organisation has provided letter of support from Committee 3. Organisation has completed current Improvement Works Application to a standard deemed by Douglas shire Council 4. Organisation is compliant with Office of Fair Trade at closing date of funding program 5. Provided a copy of current Public Liability Insurance (\$20 million) 6. Not-for-profit community organisation does not operate a liquor-licensed supporter / associated club, gaming licence or that commercially trades seven days a week 7. Organisation has not already received the maximum funding of \$10,000 per annum 8. Quotes -Applicants must attach at least two comparable quotes from local businesses for the required products and meet Douglas Shire Council procurement guidelines. 1 quote for items \$500 to \$5,000. 2 quotes for items \$5,000 to less than \$15,000 9. Council may not approve in-kind support or fee reduction for hiring of Council facilities. These costs are to be applied for separately to the grant application 10. Funds must be expended in the financial year they are granted. 11. Funding Acknowledgement - Douglas Shire Council requires relevant acknowledgement of financial support for sponsorship. 12. Enter Formal Agreement - If approved organisations will be required to sign a formal agreement and submit an invoice Council for the approved amount within 30 days of offer. If not received the grant will be cancelled and may be reallocated. 13. Organisations are required to contribute a minimum 20% financial contribution to the total project cost. Total project costs exclude in-kind contributions of the organisation 	

Project Assessment Criteria	Weighting
Strategic <ul style="list-style-type: none"> The project/s aligns with the Douglas Shire Council's Corporate Plan The proposal has been discussed with a Community Development Officer 	40%
Need/Benefit <ul style="list-style-type: none"> The application demonstrates need/demand for the project/s and benefit for the Douglas community The project has demonstrated beneficial community outcomes and community support 	30%
Financial/Capacity to Deliver <ul style="list-style-type: none"> Applications project demonstrates good value for money Applicant demonstrates that the project can be delivered within the timeframe and budget proposed in the community organisation's application. 	30%

Eligible Applicants

Grant	Eligible Applicants
Community Facilities Grant	<ol style="list-style-type: none"> Not-for-profit community organisations or individual if under the auspices of a Not-for-profit organisation Be based in the Douglas Shire Region Have a current ABN Have no overdue Douglas Shire Council grant acquittals Have no overdue Douglas Shire Council payments Have a valid public liability certificate of currency with a minimum \$20 million coverage. Organisation holds a current Tenure Agreement with Douglas Shire Council, operating on Council owned or controlled land

Ineligible Applicants

Grant	Ineligible Applicants	
Community Facilities Grant	<ol style="list-style-type: none"> 1. Individuals unless under the auspices of a Not-for-profit organisation 2. Profit making organisations (Businesses). 3. Government departments and agencies 4. Schools and affiliated parents' associations 5. Kindergarten and childcare organisations 6. Churches 7. Political groups 8. Unincorporated community groups may apply through an auspice who accepts legal and financial responsibility. The auspice organisation must meet the above criteria and not be an ineligible organisation type. 9. Organisations that hold a gaming machine licence 10. Organisations that commercially trade 7 days a week with a liquor license 11. Sport or active recreation organisations without a current lease/license or tenancy agreement with Douglas Shire Council 	

Ineligible Projects and Expenses

Grant	Ineligible Projects and Expenses
Community Facilities Grant	<ul style="list-style-type: none"> • Maintenance works considered as your organisation/ clubs' responsibility under the current Tenancy or Lease agreement with Council • Projects that require a Development Application • Projects which exclude access to the public or community groups • Ongoing administration/operational costs • Works that have already been started or completed • Applications for equipment or materials that are solely for administrative purposes are not eligible. • Applications for uniforms for individuals or teams are not eligible. • Sports field lighting upgrades • Appliances and/or non-permanent equipment. • Council funds cannot be requested for the payment of consumables or for salaries and wages. • Applications for recurrent projects are not eligible. • Projects that do not meet the requirements of Council's Community Grants Policy or Community Grants Guidelines <p>Ineligible Expenses</p> <ul style="list-style-type: none"> • Emergency repairs e.g.: replacing a broken door or window • Maintenance activities e.g.: servicing of air conditioners, exterior and interior painting • Purchase of equipment (unless directly related to the eligible project) • Retrospective funding of projects is not available • Council may not approve in-kind support or fee reduction for hiring of Council facilities. These costs are to be applied for separately to the grant application

Eligible Projects and Expenses

Grant	Eligible Projects and Expenses
Community Facilities Grant	<ul style="list-style-type: none"> • Improvements to pavilions and club rooms, including kitchens, bathrooms, and social space • Improvements to sporting and recreational facilities • New infrastructure initiatives to encourage active living • Projects that reduce risk/improve safety • Storage improvements • Fencing • Construction of outdoor area • Planning and design for a proposed Community Facility improvement or development project

Supporting Documents

Grant	Supporting Documents Required
Community Facilities Grant	<p>Mandatory:</p> <ol style="list-style-type: none"> 1. Bank statement header (including Name of Bank, Name of Account and BSB and Account numbers) 2. Current public liability insurance certificate 3. Landowner's consent 4. Quotes 5. Draft plans/design/project details/ Milestones 6. Evidence of funds e.g. Bank statement 7. Proof of not or profit status 8. Copy of lease <p>Desired:</p> <ol style="list-style-type: none"> 1. Letters of support 2. Current Annual Report or Business plan

Terms and Conditions

Grant	Terms and Conditions	
Community Facilities Grant	<ul style="list-style-type: none"> • Successful applicants are required to comply with the terms and conditions associated with Council’s financial support. • Funded projects cannot commence prior to receiving written notification from Council. <p>Successful applicants will be required to:</p> <ol style="list-style-type: none"> 1. Use the funding for the project / purpose as approved in the Funding Agreement. 2. Complete the project within the dates specified in the funding application. 3. Do not use the funds for anything other than the approved project without the written consent of Council. 4. Advise Council of any changes or variations to the approved project, and receive approval for these, before implementing the proposed changes. 5. Maintain appropriate insurance cover for the duration of the funded project. 6. Ensure all employees (paid and volunteer) have the required skills and licences. 7. Meet all relevant workplace health and safety requirements. 8. Obtain all necessary permits and approvals prior to the beginning of the project. 9. Appropriately acknowledge Council for the funding in all publicity relating to the funded project. 10. Use of Council’s logo must be in accordance with the corporate style guide. 11. Council reserves the right to promote projects funded through Community Grants Program. 12. Acquit the funds by the due date as advised in the Letter of Offer. 13. Unspent funds must be returned at the time of the acquittal. 14. Council may request receipts, tax invoices and other evidence of project expenditure up to 12 months from the acquittal due date. 15. The offer of funding will lapse if not accepted within the timeframe indicated in the Letter of Offer. 16. Adhere to any special conditions referred to in the Letter of Offer. 	