



DOUGLAS SHIRE COUNCIL COMMUNITY GRANTS PROGRAM

Community Micro Grant Guidelines

Contact:

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Douglas Shire Council Community Grants Program

Community Micro Grant

Funding for Not-for-Profit community organisations to support local projects and initiatives for a community purpose that provide a demonstrated benefit.

Overview

Community Micro Grant	
Description	Funding to not-for-profit community organisations to support local projects and initiatives for a community purpose and provide a demonstrated benefit. Grant applications can be made at any time throughout the year until funding budget is exhausted.
Examples of projects	Smaller community events which encourage participation from the wider community
Maximum grant amount	\$1000
Applicant Co-contribution required	No
Application dates	Open all year
Application process	Online Application Form via Douglas Shire Council Website. Incomplete applications will not be considered
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project. Acknowledgement of funding.

Grant Priorities

The **Community Micro Grant** supports organisations that undertake projects that contribute to one or more of the following

- Celebrate the diversity of our community
- Encourage inclusiveness and accessibility
- Enhance the liveability of our beautiful Shire
- Promote health, well-being, and safety in the community
- Recognise days or weeks of national significance

Funding Amount and Applicant Co-contribution

Grant	Maximum Grant Funding Amount Per Annum Per Organisation
Community Micro Grant	<ul style="list-style-type: none"> • \$1000 -No co-contribution required • An eligible community organisation can receive up to a maximum of \$1000 (GST inclusive) through the Community Micro Grant program in a financial year. • Retrospective funding of projects is not available

Assessment and Notification

Category	Assessment Process	Notification
Community Micro Grant	Officer - 2nd Officer	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.

Grant	Application Stages	Acquittal Required
Community Micro Grant	<ul style="list-style-type: none"> • Application Form • Application Received • Eligibility Check • 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

Assessment Criteria Applicant and Project– Community Micro Grant	Weighting
Applicant Eligibility	If applicant answers NO to any mandatory criteria their application cannot proceed
Applicant Eligibility Mandatory <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 Application to Proceed <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 is compliant with Office of Fair Trade at closing date of funding program 4. Provided a copy of current Public Liability Insurance (\$20 million) 5. The applicant has sought and submitted at least one written quote for the project/s 	
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/Delivery <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%

Ineligible Applicants

Grant	Ineligible Applicants
Community Micro 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

Ineligible Projects and Expenses

Grant	Ineligible Projects and Expenses
Community Micro Grant	<p>Ineligible Projects</p> <ol style="list-style-type: none"> 1. Projects that do not meet the requirements of Council's Community Grants Policy or these guidelines 2. An activity that has a commercial purpose 3. Activities with the primary objective of fundraising 4. Activities that are exclusively for the members of the community organisation or are considered its core business 5. Projects that have been funded previously under the <i>Community Grants Program</i> irrespective of whether it is a different group delivering the project. <p>Ineligible Expenses</p> <ol style="list-style-type: none"> 1. Ongoing administrative and operational costs (salaries and wages, rates, rent, insurance, utilities) 2. Ongoing operational or recurrent costs including seasonal venue hire 3. Project management costs 4. Gifts, alcohol, and prizes (e.g. money, trophies, gift cards, vouchers, etc. 5. Purchase of equipment (unless directly related to the eligible project) 6. Purchase of capital items 7. Retrospective funding of projects is not available 8. Projects that do not meet the requirements of Council's Community Grants Policy or these guidelines 9. Expenditure that is the core business of other levels of Government

	<ol style="list-style-type: none"> 10. Improvements to land and/or facilities owned and controlled by other levels of Government or ineligible organisation types 11. Support for school achievement or recognition awards and events 12. Salary/wages, insurance, utilities, rates, administration and rent 13. Alcohol, cash and cash equivalents (e.g. gift cards, vouchers) 14. 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
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Eligible Projects and Expenses

Grant	Eligible Projects and Expenses
Community Micro Grant	<p>Projects supported must be for a community purpose and may include local projects that:</p> <ul style="list-style-type: none"> • Support community arts and cultural events and activities • Contribute to community safety • Contribute to improved health and well-being • Create opportunities for residents to be involved in their community • Encourage residents to share, develop and acquire new skills and knowledge • Promote volunteering for community organisations • Encourage residents to participate in an active and healthy lifestyle • Assist residents to prepare, respond and recover from a natural disaster

Supporting Documents

Grant	Supporting Documents Required
Community Micro 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. Quotes 4. Project details 5. Evidence of funds e.g. Bank statement 6. Proof of not or profit status 7. Written confirmation from auspicng organisation (if applicable). <p>Desired:</p> <ol style="list-style-type: none"> 1. Letters of support

Terms and Conditions

Grant	Terms and Conditions
Community Micro 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.

	<ol style="list-style-type: none"> 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.
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