



COMMUNITY SUPPORT PROGRAM

2018-2019

Guidelines for prospective applicants

DOUGLAS SHIRE
COUNCIL

Engaging, Planning, Partnering

Muruku Kirraji - Eastern Kuku Yalanji

Nganyji pina ngunda-lum ... Ma:Inyirri-yngku - Yirrgandyji

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Community Support Program Guidelines

1 Before starting an application

Please read the guidelines and discuss your proposal with our Community Development Officer prior to submitting an application.

Please consider how your proposed project aligns with:

- Community Support Program objectives and assessment criteria; and
- Council's Corporate and Operational Plans; Economic Development and Arts Strategies.

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.

Please note the grant assessment process may take up to three months from when the funding round closes, or up to one month for in-kind assistance applications, and these time frames will need to be factored into project planning.

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

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

2 What is the Community Support Program?

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 Shire.

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 provides assistance to community 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

2.1 Objectives

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

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

2. Fostering an understanding and appreciation of the Shire's history, heritage and cultural diversity;
3. 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 employment and volunteering opportunities;
6. Promoting the 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; and
10. Increasing opportunities to use public space and facilities across the Shire.

2.2 How much can I apply for?

Eligible applicants may apply for up to \$5,000 (GST Exclusive) in financial assistance and up to \$2,000 (GST Exclusive) in value for non-financial assistance for their project. Please note applicants will be required to contribute cash, in-kind and/or sponsorship towards the project as Council will not fund 100% of a project's costs.

2.3 What does the Community Support Program look like?

The funding program comprises two forms of assistance:

2.3.1 Non Financial Assistance (In-kind)

Services within Council's core business may be available (*subject to resource availability and scheduling*) to support community projects, programs or activities, free of charge, up to the value of in-kind assistance awarded. For projects and activities where Council's total value of in-kind support exceeds the maximum amount available, the applicant must pay the remainder of the costs.

Requests for assistance where Council has to engage **external organisations** to supply items or perform work are **ineligible** for in-kind assistance.

Please contact Council prior to completing an in-kind assistance application to check if the support required is eligible under in-kind assistance.

- Minimum amount: \$250 (GST Exclusive).
- Maximum amount: \$2,000 (GST Exclusive).
- Applicants may submit multiple applications during the financial year to a combined total of \$2,000.
- Applicants will need to pay for the additional costs where in-kind support exceeds \$2000.
- In-kind applications **must be lodged at least three months prior** to the start of the project, activity or program.
- Applicants must specify how Council's support 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.

2.3.2 Financial Assistance (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: \$5,000 (excluding GST).
- Applicant must contribute towards the total project cost through cash and/or in-kind as Council's financial assistance does not fund 100% of a project
- 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 received in hardcopy by Council by the closing time and date of the funding round, not post-marked the closing date.
- The funding round will open the first Monday in August and close on 28 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 provide evidence of Council funding being 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.

2.4 Eligible Applicants

Eligibility determines who can apply for in-kind assistance and community grants and how they can use the grant funding.

An eligible applicant is an organisation that:

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

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

2.5 Ineligible applicants

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

An ineligible applicant is an organisation that:

- is unincorporated (UNLESS auspiced by a compliant incorporated organisation or registered charity); or
- has a majority of members residing outside of the Douglas Shire; or
- operates only outside the Douglas Shire; or
- is not compliant with the Office of Fair Trading; or
- 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, P&C Association, university or TAFE college; or
- is supported by gaming machine income.

2.6 What are eligible projects?

Eligible projects, activities and programs must:

- occur within the Douglas Shire; and
- meet a community need, or provide a community benefit to the Douglas Shire; and
- have a contribution of cash and/or in-kind support (eg volunteer hours) from the applicant and/or project partners.

Eligible projects which meet the funding objectives and/or 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 will be highly regarded.

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

- Volunteer development
- 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, World Environment Day, NAIDOC Week, Children's Week, Seniors Week, International Day of People with a Disability.)

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

- Community Support Program objectives;
- Corporate Plan themes and goals
https://douglas.qld.gov.au/download/publications_reports/Events-Strategy-2015-2020.pdf ;
- Operational Plan Initiatives
https://douglas.qld.gov.au/download/council_meetings/meeting_agendas/3.1-Operational-Plan-2018-2019.pdf ;

- Arts Strategy Commitments
https://douglas.qld.gov.au/download/publications_reports/arts-strategy-email_spreads.pdf;
- Economic Development Initiatives
https://douglas.qld.gov.au/download/economic_development/Douglas-Shire-Economic-Development-Strategy-2017-2021.pdf;
- Events Strategy http://douglas.qld.gov.au/download/policy_and_plans/Events_Strategy_2014_-_2019.pdf;
- Assessment Criteria Matrix.

2.7 Eligible items

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

Some examples of items eligible for Community Support Program funding are:

- Equipment/infrastructure; (Please note equipment which will also be available for use by other community organisations will be highly regarded)
- Advertising and promotion costs;
- Facilitator/Instructor Fees; and
- Venue and/or equipment hire.

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

- Catering.

Please discuss project costs with Council when completing your budget.

2.8 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 100% to the overall project cost; or
- do not provide direct benefits to residents of the Douglas Shire; 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.

2.9 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 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;
- 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;
- 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 already supported through other funding.

2.10 How do I apply?

Applicants must submit a completed application form (typed or neatly handwritten), including support materials by 4.30pm of the closing date. Late or incomplete applications will not be accepted. In-kind assistance applications open at the beginning of each financial year and close when the in-kind assistance budget has been expended.

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

2.11 When should I apply?

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

As a general guide, the Grant Round will open the first Monday in August for a period of 8 weeks. Projects must commence during that financial year, and be completed within 12 months of receiving the funding. The fund supports one-off projects with defined start and end dates.

Key dates, including opening and closing dates and information session times will be promoted to the community via email networks, local media, Council's website and Facebook page. Funding decisions are advised approximately three months after the round closes. Please note applications will not be eligible if proposed activities occur before announcement date and retrospective funding requests will not be supported.

Successful applications will be publicly announced via media releases, Council’s Facebook page and website. Outcomes and public value of projects will be promoted to the wider community through Council’s *CSP in Review* publication.

2.12 Key dates

Milestone	Key date
GRANT	
CSP grant applications open	6 August 2018
Information Session	5.30pm 5 September 2017
Applications close	4.30pm 28 September 2018
Assessment and moderation of applications	October 2018
Funding announced	November 2018
Funding contracted	November 2018
Outcome Reporting by successful applicants	8 Weeks after project completion
IN-KIND ASSISTANCE	
In-kind Assistance applications open	1 July 2018
Applications close	30 June 2019 (or when budget expended)
Application decision notification	One month after application received
Reporting by successful applicants	8 Weeks after project completion

2.13 What supporting documents should I include with my application?

Applicants are required to provide the following with their application:

- Letters of Support demonstrating demand for/ interest in your project, and details of other contributors/partners/funding secured by the applicant towards the project. If projects are related to particular community groups (eg Young People, Indigenous, Seniors), the application will need to include evidence of engagement with, or support from this group. (Letters of support are to not required from the Mayor or Councillors)
- Letter from the **property owner** where the proposed project, program or activity will occur, consenting to the activity taking place on their property. This is required even if the property is leased by the applicant. For activities taking place on Council land please contact Council.
- Written quotes - one quote for items in the budget \$500 to less than \$1,500 (GST Exclusive) and two quotes for items \$1,500 (GST Exclusive) and over. (Not required for In-Kind applications.)

If applicants are successful with their application, they will be required to provide the following with their signed funding agreement:

- 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. Insurance must remain current for the term of the Project of applicant (or auspicing organisation if applicable);
- Most recent bank statement in the name of the applicant (or auspicing organisation if applicable) (Not required for In-Kind applications); and
- Risk Management/Event Management Plan (if applicable).

2.14 The application budget

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

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

2.15 How do I address the assessment criteria?

Applicants are strongly encouraged to refer to the Assessment Matrix on the last page of the Guidelines to present the strongest application possible.

Each application will be assessed on criteria and scaled.

2.16 How do I lodge my application?

Grant and In-kind Assistance Application forms are available from:

<http://douglas.qld.gov.au/community/community-grants/community-support-program-csp/>;

Council's Administration Office, 64-66 Front Street, Mossman; and Port Douglas Customer Service Office, Port Douglas Community Hall, Mowbray Street Port Douglas.

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

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

By post:

Douglas Shire Council
PO Box 723
MOSSMAN QLD 4873

In person:

Douglas Shire Council
64-66 Front St
MOSSMAN QLD 4873

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

2.17 How is the Assessment Panel selected?

Members of the Assessment Panel comprise three Council Officers, adhering to Council's Code of Conduct, including conflict-of-interest and confidentiality.

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

2.18 How are applications assessed?

To ensure assessments are fair and transparent, the application assessment process is as follows:

- Applicant completes appropriate form and submits to Council within timeframe.
- Applications are collated and reviewed by our Community Development Officer for eligibility and completeness. Applicants will be notified within five working days that their application has been received. The Council officer liaises with applicants should clarification or correction of applications be required and applicants will be given five working days to provide further information.
- In-kind Assistance applications will be reviewed by two Council Officers with their recommendation submitted to the Chief Executive Officer for consideration. The Chief Executive Officer will advise decision. Applicants will be advised in an email.
- Community Support (Grant) applications will be submitted to a panel of three impartial Council Officers adhering to Code of Conduct, conflict of interest and confidentiality requirements who individually assess and rank applications prior to an assessment meeting where applications are discussed and moderated in accordance with: available funding; balance across sport and recreation, art and culture, environment and community; geographic spread; target groups; and Council priorities.
- Assessment panel recommendations will be workshopped with Mayor and Councillors prior to a report being prepared for an ordinary Council meeting, with Council decisions recorded in a resolution.
- After Council has approved the funding recommendations and minutes of the Ordinary Council Meeting have been approved, all applicants will be advised in writing of the outcome of their application and the public will be advised of successful grant recipients in a Council Media Release.
- Successful applicants will receive a letter of offer and a reporting template from Council. Successful applicants are required to return a letter of acceptance, invoice and completed EFT form to receive payment.
- Successful applicants will also be required to have a representative attend a certificate presentation ceremony at the Council Administration Office. As a guide, previous presentations occurred 9am Tuesday on the day of an Ordinary Council Meeting.
- Unsuccessful applicants will be advised in writing of the outcome of their application and are invited to contact Council for feedback on their application.

2.19 What is the funding process?

Successful grant applicants will be required to:

- Enter into a funding agreement with Council, noting specified allocation of funding, payment schedule, contractual responsibilities and conditions of funding (not required for In-kind);
- Submit a Tax Invoice (if registered for GST) for the amount of the Grant plus GST or an Invoice (if not registered for GST) for the amount of the Grant, noting Not Registered for GST. 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);
- 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);
- Conduct a risk assessment and obtain appropriate Public Liability Insurance cover (in total and per event) based on the level of risk if the project, activity or program includes participation by members of the general public. Evidence of these are required prior to commencement of the project;
- Obtain all statutory and necessary licences/permits/approvals and insurances relating to the project for which the grant is awarded, with evidence of these forwarded to Council prior to receipt of funding;
- Use the funds for the purpose for which they are granted in accordance with the Conditions of Funding, within 12 months of the receipt of funds;
- Provide a funded activity Outcome Report to Council including outcome data with community feedback and acquit funding, within eight weeks of completing the project to demonstrate the grant has been used for the intended purpose;
- Community Support (In-kind Assistance) evidence of public acknowledgement of Council's support to be submitted within eight weeks of completed project, activity or program;
- Return unexpended funds (if applicable) within eight weeks of completing the project (not required for In-kind Assistance).

2.20 What are the reporting/acquittal requirements?

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

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

Acquittal requirements include:

- Completed Outcome Report within eight weeks of completing project;
- Proof that the project, activity or program took place, including at least two high resolution photos of the completed works and/or participants and audiences;

- Signed consent forms from of all people identifiable in photos (and their parent/guardian if person is under 18 years of age), permitting Council to use images for Council promotional purposes;
- Proof of expenditure (copy of invoices and receipts for all eligible items funded by the grant);
- Unexpended funding (if applicable);
- Evidence of public acknowledgement of funding (eg social media, website, event program, newsletter, verbal acknowledgement at launch);
- Audience, participant and partner feedback;
- Your feedback on the Community Support Program.

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

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.

2.21 How do I acknowledge the funding?

All activities funded by Council's Community Support Program, under the grants and in-kind support must acknowledge Douglas Shire Council in all promotional material and publications (website and/or Facebook page, event program, newsletter, verbal acknowledgement at launch) by including the acknowledgement text "Supported by" and Council's logo.

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

2.22 What else do I need to know?

All applications are subject to:

- Information Privacy and Right to Information
- Processes for feedback and review of decisions
- Agreements and contracts, acknowledgements, reporting and acquittal requirements for successful applicants.

2.23 Where can I find help to complete my application?

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

Contact details and further information:

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

2.24 Before lodging an application

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

- Read Guidelines and application form
- Check project eligibility
- Check expenditure items eligibility
- Be clear and succinct about what you intend to do and what your project aims to achieve
- Align project with funding objectives and assessment criteria and Council plans and strategies
- Discuss with Council Officer prior to completing application
- Be aware of the acknowledgement and reporting requirements if application is successful
- Sign Application (President/CEO of the applicant organisation)
- Application signed by President/CEO of the auspice organisation (if applicable)
- Attach Support Material
- Retain copy of application
- Staple (not bind) application
- Lodge Application in hardcopy before 4.30pm on the closing date for Community Support (Grant) program **(not post-marked the closing date)** or one month prior to in-kind assistance being required.

3 Assessment Matrix

Assessment Criteria	(0)	(1)	(2)	(3)	(4)
1 Aligns with Council's Plans, Strategies and objectives of the funding program? <i>Corporate Plan Themes and Goals? CSP Objectives? Events /Economic Development /Arts Strategies, Operational Plan Initiatives?</i>	Unclear /not evident	Aligns with a plan or strategy.	Aligns with an objective of the funding program.	Aligns with numerous objectives, plan or strategies.	Aligns with numerous objectives, plans and strategies.
2 Demonstrated demand for/interest in project. <i>(Survey results/Meeting Minutes/Support Letters/Other evidence?)</i>	Unclear /not evident	Evident/Some attempt to identify.	Clear, convincing, but not distinctive.	Clear, convincing and distinctive with some support material.	Very clear, convincing and distinctive with a range of support material.
3 Project benefits <i>Organisation/Members/volunteers/wider community?</i>	Unclear / not evident	Evident/Some attempt to identify benefit to organisation.	Clearly identifies benefits to the organisation or community	Clearly identifies realistic short term benefits to the organisation and community.	Very clearly identifies and justifies realistic short and long term benefits to the organisation and community.
4 Realistic Budget	Unclear / not evident	Evident/Some attempt to identify project costs.	Clearly identifies project costs.	Clearly identifies and justifies project costs.	Very clearly identifies and justifies project expenses, supported by correct number of quotes.
5 Value of Partnership Contribution from applicant and/ or others to the project with cash and/or in-kind towards overall project cost <i>(Letter of support confirming partnership?)</i>	0% to <10%	10% to <20%	20% to <30%	30% to <40%	40% or more supported by letters from project partners.

Score: /20

Comments:

Panel Member Name:

Panel Member Signature:

Date: / /