



# **DOUGLAS SHIRE COUNCIL COMMUNITY GRANTS PROGRAM**

Community Activities and Events Grant Guidelines

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# Douglas Shire Council Community Grants Program

## Community Activities and Events Grant Guidelines

Supports community Not for Profit organisations to deliver self-sustainable local community, cultural, sporting, and environmental activities in the Douglas Shire Region

### Overview

Community Activities and Events Grant	
<b>Description</b>	Supports community not for profit organisations to deliver self-sustainable local community, cultural, sporting, and environmental activities in the Douglas Shire Region
<b>Examples of projects</b>	Promote participation in community life. Provide opportunities for residents to participate in arts and cultural activities Encourage residents to share, develop and acquire new skills and knowledge.
<b>Maximum grant amount</b>	\$10,000
<b>Applicant Co-contribution required</b>	A 20% co-contribution (cash or in-kind) from the community organisation is required under this grant
<b>Application Dates</b>	Opens Annually - on a time nominated by Council and advertised on the DSC Website
<b>Expression of Interest (EOI) Application</b>	EOI Round -opens first Monday of the month nominated by Council EOI Round - closes last Friday of the month nominated by Council
<b>Invitation to Apply – Application</b>	Application Round -opens first Monday of the month nominated by Council Application Round - closes last Friday of the month nominated by Council
<b>Application process</b>	Online EOI via Douglas Shire Council Website. Invitation to apply
<b>Reporting requirements</b>	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 Events/Activities Grant** supports organisations to undertake activities or programs that contribute to one or more of the following:

- Support active, vibrant communities
- Support safe, connected communities
- Encourage partnerships and collaboration between community groups
- Contribute to the local and regional economy
- Demonstrate sound event management principles and planning

## Funding Amount and Applicant Co-contribution

Grant	Maximum Grant Funding Amount Per Annum Per Organisation
Community Activities and Events Grant	<ul style="list-style-type: none"> <li>• \$10,000 GST exclusive) maximum funding</li> <li>• A 20% co-contribution from the community organisation is required under this grant- can be cash or in-kind</li> <li>• Retrospective funding of projects is not available</li> </ul>

## Assessment and Notification

Grant	Assessment Process	Acquittal Required
Community Activities and Events Grant	Officer – Assessment Panel – Council Meeting	Yes

## 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	Application Stages	Acquittal Required
<b>Community Activities and Events Grant</b>	<ul style="list-style-type: none"> <li>• EOI Form</li> <li>• Invited to Apply</li> <li>• Application Received</li> <li>• Eligibility Check</li> <li>• Assessment</li> <li>• Decision</li> <li>• Funding Agreement</li> <li>• Funding Acquittal</li> </ul>	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.

<b>Assessment Criteria Applicant and Project – Community Activities and Events Grant</b>	<b>Weighting</b>
<p><b>Applicant Eligibility</b></p>	<p>If applicant answers NO to any mandatory criteria their application cannot proceed</p>
<p><b>Applicant Eligibility Mandatory</b></p> <ol style="list-style-type: none"> <li>1. Not-for-profit community organisations or individual if under the auspices of a Not-for-profit organisation</li> <li>2. Be based in the Douglas Shire Region</li> <li>3. Have a current ABN</li> <li>4. Have no overdue Douglas Shire Council grant acquittals</li> <li>5. Have no overdue Douglas Shire Council payments</li> <li>6. Have a valid public liability certificate of currency with a minimum \$20 million coverage.</li> </ol> <p><b>Application to proceed</b></p> <ol style="list-style-type: none"> <li>1. Organisation must provide a copy of certificate of Incorporation</li> <li>2. Organisation has provided letter of support from Committee</li> <li>3. Organisation has completed current <b>Event Management Plan</b> to a standard deemed by Douglas shire Council</li> <li>4. Organisation is compliant with Office of Fair Trade at closing date of funding program</li> <li>5. Provided a copy of current Public Liability Insurance (\$20 million)</li> <li>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</li> <li>7. Organisation has not already received the maximum funding of \$10,000 per annum</li> <li>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</li> <li>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</li> <li>10. Funds must be expended in the financial year they are granted.</li> <li>11. Funding Acknowledgement - Douglas Shire Council requires relevant acknowledgement of financial support for sponsorship.</li> <li>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.</li> <li>13. Organisations are required to contribute a minimum 20% contribution to the total project cost. This maybe in cash or in-kind or combination of both.</li> </ol>	

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

## Eligible Applicants

<b>Grant</b>	<b>Eligible Applicants</b>
<b>Community Activities and Events Grant</b>	<ol style="list-style-type: none"> <li>1. Individuals unless under the auspices of a Not-for-profit organisation</li> <li>2. Have a current ABN</li> <li>3. Have no overdue Douglas Shire Council grant acquittals</li> <li>4. Have no overdue Douglas Shire Council payments</li> <li>5. Have a valid public liability certificate of currency with a minimum \$20 million coverage.</li> </ol>

## Ineligible Applicants

Grant	Ineligible Applicants
<b>Community Activities and Events Grant</b>	<ol style="list-style-type: none"> <li>1. Individuals</li> <li>2. Profit making organisations (Businesses).</li> <li>3. Government departments and agencies</li> <li>4. Schools and affiliated parents' associations</li> <li>5. Kindergarten and childcare organisations</li> <li>6. Churches</li> <li>7. Political groups</li> <li>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.</li> <li>9. Organisations that hold a gaming machine licence</li> <li>10. Organisations that commercially trade 7 days a week with a liquor license</li> </ol>

## Ineligible Projects and Expenses

Grant	Ineligible Projects and Expenses
<b>Community Activities and Events Grant</b>	<p><b>Ineligible Projects</b></p> <ul style="list-style-type: none"> <li>• Projects that do not meet the requirements of Council's Community Grants Policy or these guidelines</li> <li>• An activity that has a commercial purpose</li> <li>• Activities with the primary objective of fundraising</li> <li>• Activities that are exclusively for the members of the community organisation or are considered its core business</li> <li>• Projects that have been funded previously under the <i>Community Grants Program</i> irrespective of whether it is a different group delivering the project.</li> </ul> <p><b>Ineligible Expenses</b></p> <ul style="list-style-type: none"> <li>• Ongoing administrative and operational costs (salaries and wages, rates, rent, insurance, utilities)</li> <li>• Gifts, alcohol, and prizes (e.g. money, trophies, gift cards, vouchers, etc.</li> <li>• Purchase of equipment (unless directly related to the eligible project)</li> <li>• Purchase of capital items</li> <li>• Retrospective funding of projects is not available</li> </ul>

## Eligible Projects and Expenses

Grant	Eligible Projects and Expenses
<b>Community Activities and Events Grant</b>	<ul style="list-style-type: none"> <li>• Increase the use of parks, open space, and natural areas by the wider community</li> <li>• Promote participation in community life</li> <li>• Increase the use of Council’s community halls and centres by the wider community</li> <li>• Enhance the safety of local neighbourhoods</li> <li>• Protect, enhance, and showcase the region’s natural environment and biodiversity</li> <li>• Provide opportunities for residents to participate in arts and cultural activities</li> <li>• Encourage residents to share, develop and acquire new skills and knowledge</li> <li>• Promote volunteering for community organisations</li> <li>• Encourage residents to participate in an active and healthy lifestyle</li> <li>• Assist residents to prepare, respond and recover from a natural disaster</li> <li>• 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</li> </ul>

## Supporting Documents

Grant	Supporting Documents Required
<b>Community Activities and Events Grant</b>	<p><b>Mandatory:</b></p> <ol style="list-style-type: none"> <li>1. Bank statement header (including Name of Bank, Name of Account and BSB and Account numbers)</li> <li>2. Current public liability insurance certificate</li> <li>3. Quotes</li> <li>4. Project details/ Milestones</li> <li>5. Evidence of funds e.g. Bank statement</li> <li>6. Proof of not or profit status</li> <li>7. Written confirmation from auspicing organisation (if applicable).</li> </ol> <p><b>Desired:</b></p> <ol style="list-style-type: none"> <li>1. Letters of support</li> <li>2. Current Annual Report or Business plan</li> </ol>

## Terms and Conditions

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