COUNCIL GRANTS PROGRAM

2022-23 Guidelines & FAQs

Information for prospective applicants seeking **financial** (grants, sponsorship) and **non-financial** (in-kind) assistance.

For further information, please contact Douglas Shire Council's People and Community Services team:

☎ 07 4099 9444

✉ PO Box 723 Mossman Qld 4873

🖱 enquiries@douglas.qld.gov.au

✋ 64-66 Front St Mossman (Administration Centre) or

✋29 Mowbray St Port Douglas (Port Douglas Community Hall – Hub)

DOUGLAS SHIRE COUNCIL

Engaging, Planning, Partnering
Muruku Kirraji – Eastern Kuku Yalanji
Nganyji pina ngunda-lum … Ma:lnyjirri-yngku – Yirrganydji

Image: Port Douglas Pump Track

Table of Contents

Guidelines

1. Objective

Council recognises that supporting eligible organisations, groups and individuals with financial (grants, sponsorship) and non-financial (in-kind) assistance helps develop and deliver community programs, activities and events that provide artistic, cultural, sporting, recreational, environmental outcomes, and social and economic benefits to the Shire.

2. Funding

As demand for Council assistance is high and a competitive process, applicants must not assume funding will be received; nor enter into commitments before receiving written notification.

An applicant is required to contribute towards the total cost of the project; with the applicant's contribution comprising:

- Cash (applicant/other grants or sponsorship); and/or
- In-kind support (e.g. volunteer hours).

Table 1 – Council Grants Program - Assistance streams, timeframes, funding amounts

Assistance Stream	Open	Close	Notification	Council Contribution (GST Exc)
In-kind Assistance*	Open all year		4 weeks after application received	Up to $2,000
Sponsorship*				
Micro Grant*	First Monday of month	Last Friday of month	4 weeks after monthly round closes	Up to $1,000
Major Grant#	First Monday August	Last Friday September	8 weeks after round closes	$1,001 to $10,000

*Until funding allocations exhausted

a subsequent round may be offered if funding is not fully allocated

Where you are seeking the waiving of fees and charges in Council's Fees and Charges Schedule and no other support, please **do not** complete a Council Grants Program application form. Customer Service Officers will advise of the process for this request.

3. Eligibility Criteria

3.1. Eligible Applicants

All applicants (individuals, groups, organisations)
- Have an active Australian Business Number (ABN) in the name of the applicant; and
- Have met acquittal conditions for previous council grants; and
- Have no overdue outstanding fees or debts with Council.

Individual
- Permanent Australian resident or citizen, residing in the Douglas Shire for at least the preceding 12 months.

Group
- Majority of members reside in the Douglas Shire.

Organisation (Not for profit or Commercial)
- Provide services primarily in the Douglas Shire; or outside the Shire, but project in the public interest or of community benefit to the Shire's residents; and
- Complies with annual reporting requirements of Office of Fair Trading, Australian Charities and Not-for-profits Commission or Australian Securities and Investment Commission *(depending on entity type)*.

3.2. Ineligible Grant Applicants

Applicants without an ABN may be auspiced by an individual or organisation with an active ABN meeting the above eligibility criteria.

Ineligible grant applicants include:
- Government agencies; and
- Departments of local, state or federal government.

3.3. Eligible Projects

Projects must:

- Align with at least one theme in Council's Corporate Plan 2019-2024:
    - Celebrating Our Communities
    - Fostering Economic Growth
    - Leading Environmental Stewardship
    - Inclusive Engagement, Planning and Partnerships
    - Robust Governance and Efficient Service Delivery
- Address an identified need in the community;
- Have community support;
- Benefit the community / be in the public interest;
- Provide community, economic, social or environmental outcomes; and
- Comply with terms and conditions of the assistance stream.

3.4. Ineligible Projects/Costs

- **Costs occur/incurred before a funding agreement is signed;**
- Ongoing operational or recurrent costs including salaries, rent, fuel, seasonal venue hire, insurances;
- Primary object is directed at making a profit;
- Core business of educational, medical, religious and political organisations;
- Exclusive to group members only and not open community activities;
- Capable of being self-funded by the applicant;
- Financially supported by gaming machine income;
- Duplicate existing services or programs in the same town within the Shire;
- Projects previously funded by Council's Grants Program;
- Prizes, giveaways, trophies, gifts, merchandising;
- Hospitality, catering, food and beverages (minor catering/food as part of a broader community project may be considered);
- Equipment unless integral to a community project;
- Items purchased directly from overseas suppliers (unless impossible to source from Australia);
- Travel and accommodation (unless for a facilitator to deliver a program);
- Feasibility studies
- Repayment of debts;
- Are subject to litigation;
- Already fully supported through other funding (Council or others).

4. Number of applications

In-kind applicants may submit multiple applications at any time during the financial year to a combined total of $2,000 GST Exc. (Previous in-kind support must have been publicly acknowledged on recipient's website or social media pages).

Microgrant grant applicants may submit multiple applications during the financial year up to a combined total of $1,000 GST Exc so long as previous microgrants have been successfully acquitted. Once applicants have received $1,000 GST Exc in microgrant funding they are ineligible to apply for further microgrants in the financial year.

Major Grant applicants may submit multiple applications for the round but will only be awarded a maximum of $10,000 GST Exc in a financial year.

5. Funding Priorities/ Categories

Project elements and timelines may need to be flexible, depending on nature of your project and proposed reach/audience and government restrictions.

5.1. Arts and Cultural

- Create vibrancy in the community and complement the tourist experience
- Develop public art programs
- Celebrate cultural festivals

5.2. Community Development
- 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

5.3. Community Events
- Create vibrancy in the community and complement the tourist experience

5.4. Place-making
- Develop, maintain or enhance community facilities owned / leased by Council
- Provide accessible facilities to enable social inclusion, interaction and increased usage of Council's parks, halls and foreshores
- Activate public spaces, parks and /or facilities
- Connect neighbourhoods and people
- Promote festive celebrations and days / weeks of significance

5.5. Economic / Industry Development
- Connect and support businesses
- Promote the Shire as the World's leading sustainable tropical destination and encourage business investment
- Diversify the Shire's economic base
- Enhance the Shire's economy

5.6. Environment and Sustainability
- Protect our sensitive environment
- Plan for the impact of climate change
- Protect the liveability of our beautiful Shire
- Partner with the community to educate
- Reduce and offset our carbon footprint

5.7. Sport and Recreation
- Promote health, well-being and safety in the community
- Encourage inclusiveness and accessibility
- Build capacity of sporting and recreation clubs and committee members
- Enhance access for the community to engage in sport, recreation and healthy activities
- Promote and increase facilities, programs, and activities that enhance female participation
- Events promoting overnight visitation

6. Application process

A complete application includes the eligibility checklist, application form with relevant support material demonstrating evidence of need to do the project, demand for the activity and community support for the project (including other contributors/partners/funding secured) and quotes.

The Assessment Panel may request additional support material. For audit purposes, Council is required to retain a copy of the support material supplied by applicants.

6.1. Steps

- Contact Council to determine the suitability and eligibility. Depending on the type of project you are planning, Council departments may need to be consulted e.g. Environmental Health, Property, Planning, Customer Service, Open Spaces, and Community Services and certain approvals may be required. Please ensure you factor this timeframe into your grant and project planning and consult with Council Departments at the start of your project planning.
- Complete the application form online at www.douglas.qld.gov.au/community/community-grants/council-grants-program/grants-application-form or post, hand-deliver or email.
- Council will check the application within five working days of receipt, or after a grant round closing date. If you have not received an acknowledgement within five working days after the grant closing date or within five working days after lodging an in-kind or sponsorship request, please contact Council.
- Delegated officers in consultation with the Chief Executive Officer and Mayor will assess requests for financial and non-financial assistance up to $2,000 (GST Exc).
- Three Council Officers will appraise requests for financial and non-financial assistance exceeding $2,000 (GST Exc) with recommendations presented at an Ordinary Council Meeting.
- Applicants will be notified in writing of the outcome of requests.

7. Assessment Criteria

All applications are assessed against:

- Evidence of community need
- Evidence of community support
- Community benefit (social / economic / environmental)
- Alignment with funding priorities and themes and goals in Council's Plans and Strategies

For Sponsorship and Grant applications, the following are also considered:

- Level of participation and reach during project (audience, participants - local / regional / state / interstate / international);
- Level of financial contribution (financial and / or non-financial) towards overall project costs.

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

** Even though applications might meet all eligibility and assessment criteria, assessors may be required to moderate applications to ensure a balance of projects across funding categories, target groups, and/or project locations. **

8. Funding agreements

8.1. Payment

Successful grant applicants will be required to enter into a funding agreement with Council specifying funding amount, payment schedule, contractual responsibilities, acknowledgement and acquittal requirements, and any **conditions of funding**. Accepted Letters of Offer must be returned within four weeks.

9. Assessment Matrix

Assessment Criteria	(0)	(1)	(2)	(3)
Evidence of **community need** E.g. *Survey results/Meeting Minutes/News clippings/Case studies of similar projects successfully carried out elsewhere/ABS data/other*	Unclear /not evident	Some attempt to identify.	Clear, convincing and distinctive with some support material.	Very clear, convincing and distinctive with a range of support material.
Evidence of **demand for/interest** in project. E.g. *Support Letters/Expressions of Interest/Petitions Other evidence*	Unclear /not evident	Some attempt to identify.	Clear, convincing and distinctive with some support material.	Very clear, convincing and distinctive with a range of support material.
Community benefits (including **Social, Economic, Environmental benefits** of project) *E.g. Health/wellbeing/upskilling/visitation/$ spend*	Unclear / not evident	Some attempt to identify benefit.	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.
Align with themes and goals in Council's Plans and Strategies *E.g. Corporate Plan Themes and Goals? Economic Development /Arts Strategies, Operational Plan Initiatives?*	Unclear /not evident	Aligns with one theme or goal from a plan or strategy.	Aligns with numerous themes or goals from plans **or** strategies.	Aligns with numerous themes and goals from plans **and** strategies.
Expected **level/reach** of **participation** during project *(Number of audience, participants and where from?)*	Unclear /not evident	Local x number	Regional/State x number	Interstate/International x number
Value of Partnership Contribution from applicant and/ or others to the project with cash and/or in-kind towards overall project cost (*Letter of support confirming partnership?*)	Unclear /not evident	In-kind only	Cash and in-kind , supported by a letter from project partner	More than 50% (cash and in-kind) supported by letters from numerous project partners.

Frequently Asked Questions

A. What if we have received Council funding for an activity in a previous round?

If you have received Council funding previously for an activity, you cannot apply again for the same project. Grants are for new programs, projects, events and activities.

B. What if we answer No to one of the questions on the Eligibility Checklist?

Please contact Council prior to completing an application form to discuss applicant and / or project eligibility.

C. What in-kind support is available from Council?

Resources, materials and /or services, that are within Council's core business, may be available to support community projects, programs or activities, free of charge, up to the granted amount of in-kind assistance. For projects and activities where Council's total delivery costs exceed the granted amount the applicant must pay the remainder of the costs.

Please note plant and equipment is subject to availability.

Requests where Council **has to engage external organisations and businesses to supply items or perform work** are **ineligible** for inkind assistance.

Where these costs form part of a project with community benefits, these costs may be applied for under a grant.

Applicants unsure whether or not Council carries out the work you are seeking assistance with, please contact Council prior to completing an application. Where you are seeking the waiving of fees and charges in Council's Fees and Charges Schedule and no other support, please do not complete a Council Grants Program application form. Customer Service Officers will advise the process for this request.

D. What are community benefits?

Community benefits of your proposed project consider social, environmental and economic benefits. Some questions to consider: Will your project increase participation, promote physical and emotional well-being, encourage more membership (and raise funds for your club through more membership fees, strengthening your club's financial capacity)? Will people be coming to the Shire because of your project, staying overnight and spending money in the Shire, supporting tourism, accommodation and food services? Is your project upskilling club members or volunteers? Will these skills be transferable to jobs, increase self-confidence, improve efficiencies? Will activity require goods and services from local businesses?

** Successful grant applicants are strongly encouraged to support local businesses wherever possible by procuring goods and services <u>locally / regionally</u>. Items purchased from overseas suppliers are ineligible (unless impossible to source from Australian businesses) **

E. How can we demonstrate demand, community need and public benefit?

Letters, petitions, survey results, meeting minutes, newspaper articles, screen shots of social media posts and comments, statistics and data, strategic documents and photos can demonstrate issues or challenges and why a project needs to be done. Letters of support or case studies of a similar project carried out elsewhere are ways of showing public support and community benefit.

Data from the 2016 Census provides information on Douglas Shire's population, demographics, education, cultural and language and diversity, employment and various other data.
https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA32810?opendocument

https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/communityprofile/LGA32810?opendocument

Douglas Shire's Economic Profile https://economy.id.com.au/douglas provides information on local employment, businesses, industries and a range of economic tools.

Tourism Research Australia 's Local Government Area Profiles https://www.tra.gov.au/Regional/local-government-area-profiles provide information on key tourism metrics for Douglas Shire such as international and domestic overnight and day visitors, average night stays, average spend per trip/night.

F. What if our organisation just wants to do a project but there isn't an actual need?

Community grants fund projects where there is a demonstrated need. Council officers may suggest applying for Council sponsorship or provide information on crowdfunding and other fundraising ideas to support your project.

G. Do I need to consult Council about my planned project and / or grant?

If your project will involve any of the following, please contact Council at the outset. The proposed project location, including Lot and Plan number, with a sketch plan of approximate dimensions and site plan may be required.

Physical Development
- Change to area of grounds used – e.g. area increased
- Physical change to grounds used - e.g. new / upgraded courts, fencing / nets
- Lighting
- Other Sport/Recreational infrastructure – new / upgrade
- Buildings – new / upgrade / extension
- Club kitchen – new / upgrade

- Other physical development

Events
- Use of Council Park / Hall / Sporting Ground
- Food
- Alcohol
- Fireworks
- Road Closures

H. Should I get a support letter from the Mayor or a Councillor?

No - not for Council Grants Program streams.

If you are applying for grants from other levels of government or Philanthropic organisations, Council may be able to assist with a letter of support. Please note other departments within Council may need to be consulted when preparing a letter of support so please ensure your request is lodged at least 10 business days before required. (Please quote Doc ID #840070 if you require a form or download at (https://douglas.qld.gov.au/download/grants/PCS04-Interactive-Letter-of-Support-Request-Form.pdf).)

I. What supporting documents can I include?

Depending on the funding stream and amount of support requested, applications with relevant support material will score higher than applications without.

Examples to demonstrate:
- **Evidence of need** to do the project (e.g. photos, meeting minutes, statistics, news articles, club data etc.)
- **Demand** for the activity (e.g. surveys, social media posts, Expressions of Interest etc.)
- **Community support**
  - **Letters of Support** must include an original signature or contact details of the author (e.g. from target groups / project partners)
  - For **Group** (auspice) applications, all members of the group must sign a letter confirming their involvement and support for the nominated representative as applicant.
  - Letter from the **property owner** where the proposed project, program or activity will occur, consenting to the activity occurring on their property. This is required even if the applicant leases the property. For activities taking place on Council land, please contact Council's Property Team.
- **Realistic Budget** - Written quotes - one quote for items over $500 to less than $5,000 (GST Exc), two quotes for items $5,000 to less than $15,000 (GST Exc) and three written quotes $15,000 to less than $200,000 (GST Exc). **** Grant applicants are strongly encouraged to support local businesses wherever possible by procuring goods and services locally / regionally when delivering Council grant-funded projects. Items purchased from overseas suppliers are ineligible (unless impossible to source from Australian businesses) ****
- **Project planning** (optional)

- o Concept / technical information
- o Project resources required
- o Proposed milestones / timelines
- o Risk Management / Workplace Health and Safety / Working with Children Check
- o Protocols e.g. For proposals involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children or young people, evidence protocols have been followed in obtaining support / confirmation of involvement from relevant communities and organisations.

Support material required **if funded**:

- ▪ Public Liability Certificate of Currency or an undertaking to obtain appropriate insurance coverage (in total and per event) based on the level of risk. Insurance must remain current for the term of the Project;
- ▪ Letter from Bank or bank statement excerpt confirming bank account number is in name of grant applicant (or auspicing organisation if applicable); and
- ▪ Risk/Event Management Plan (if applicable).

J. Where do I find Council documents that the project can align with?

When developing your project please consider how your project aligns with themes, goals or priorities from:

- ▪ **Corporate Plan** – themes and goals
  https://douglas.qld.gov.au/download/council_meetings/meeting_agendas/5.4-Corporate-Plan-2019-2024_2.pdf
- ▪ **Events Strategy** - consider measures and practical examples of how the event/activity will minimally impact the environment (e.g. using recycle bins, limiting single-use plastic)
  https://douglas.qld.gov.au/download/publications__reports/Events-Strategy-2015-2020.pdf
- ▪ **Events General Policy** https://douglas.qld.gov.au/download/policies/Events-General-Policy.pdf
- ▪ **Economic Development Strategy**
  https://douglas.qld.gov.au/download/economic_development/Douglas-Shire-Economic-Development-Strategy-2017-2021.pdf
- ▪ **Arts Strategy** https://douglas.qld.gov.au/download/publications__reports/arts-strategy-_email_spreads.pdf
- ▪ **Arts General Policy** https://douglas.qld.gov.au/download/policies/Arts-General-Policy.pdf
- ▪ **Grants, Donations and Sponsorship General Policy**
  https://douglas.qld.gov.au/download/policies/Grants-Donations-Sponsorship-General-Policy_2.pdf

K. What are project partners?

Partners can be Council and /or other clubs and organisations providing /offering financial or in-kind assistance (donating volunteer time, use of equipment and other resources) towards helping you with the project. The value of these contributions is included in the project budget and project partnership table. Letters from project partners confirming their support and proposed contribution towards the project will strengthen applications.

L. How do I complete the budget?

If you are seeking a grant for financial assistance please complete the budget. The budget is not required if the application is only seeking In-kind Assistance. The Assessment Panel will review budget for completeness and contributions from applicant and /or project partners.

- Round to whole dollars
- **Total Expenditure and Total Income must be equal**
- Applicants registered for GST must include GST Exclusive figures
- Applicants not registered for GST must include the total cost (including GST)

Expenditure

List all the possible expenses associated with the activity even if not intended to be covered by the grant, to reflect the total project cost.

If you do not provide relevant support material for the budget, Council may request evidence of these costs when assessing. This may apply to all items; not just items you are requesting support.

The following are examples of expenses so only include what is appropriate for your project.

- **Facilitator** fees and expenses paid to appropriate personnel participating in the activity
- **Production/Program Costs**
    - o costs directly related to the activity (other than salaries, fees and allowances)
    - o equipment expenses
    - o materials; seminar/workshop costs; opening/launch costs
    - o production costs
    - o equipment hire and maintenance
- **Promotion & Marketing**
    - o Advertising - press and electronic; other printed or promotional material, marketing
- **Administration**
    - o Audit and accounting expenses
    - o Office supplies
    - o Printing
    - o Legal and licence fees
    - o Bank charges
    - o Telephone costs
    - o Insurances (pro-rata for duration of project) – equipment, public liability, workers' compensation, volunteers' insurance
    - o Consumables
    - o electricity

Check the *Guidelines* for costs that are eligible under the Council Grants Program.

Income

List all **possible** income associated with your activity. The following are <u>examples</u> so only include what is **appropriate** for your project.

- **Projected Income**
    - Merchandise sales
    - Workshop fees
    - Ticket sales/admission fees
- **Contribution from applicant and others** (please note if this is in-kind)
- **Other Grants**
    - For complex projects, applicants may need to apply for extra funding from other sources as the Program does not fund 100% of an activity or project. There may be items in the project, which are not eligible for funding under the Program but may be eligible in another grant fund.
    - grant funding confirmed or received, from any other funding source, for components of this project which are not seeking Council support for
    - any grants you have applied for that have not yet been approved indicate when notification will be received
- **Sponsorships, fundraising & donations**
    - corporate and private sponsorship or donations (cash)
    - In-kind, non-cash; free advertising, materials
    - Reduced fees or costs to support the project

M. What value do I place on volunteer time?

For consistency use $25 per hour for general volunteering and industry/professional rates if specialised voluntary services are required for the project.

N. What should I do before lodging an application?

- Read Guidelines
- Complete the Eligibility Checklist
- Discuss with Council Officer prior to completing application
- Be clear and succinct - who, what, when, where, why, how
- Align project with funding objectives, assessment criteria, and Council plans and strategies
- Be aware of the acknowledgement and reporting requirements if application is successful
- Clarify project elements still be confirmed, and which are still in negotiation
- Explain contingency plans if unconfirmed parts need to change
- Assume assessors know nothing about you or your project and explain everything clearly
- Have your support material to back up your statements ready to attach before starting the online application or attach support material to the hardcopy version if applicable
- Sign Application (President/CEO if the applicant is an organisation)

O. Who is the Assessment Panel?

Members of the Panel comprise up to three Council Officers (depending on Assistance Stream), adhering to Council's Code of Conduct.

Assessment Panel members and Councillors are required to declare conflicts-of-interest at the commencement of any meetings and are required to withdraw from the meeting and decision-making and discussions around the application.

P. Can we start our project before we hear about our application?

No. Please note applicants may be offered the full amount requested, partial funding; or be unsuccessful.

Projects **cannot** commence until a successful applicant signs a funding agreement accepting the offer and the terms and conditions of the assistance. Please note Funding Agreements must be accepted within four weeks of receiving a letter of offer.

Q. How is feedback provided?

All funding assessment panels will contain accurate records of assessment meetings so Council can account for funding decisions using public money.

Applicants have the right to request feedback on their grant applications, whether successful or not: over the phone, in person or in writing. To assist in providing feedback assessment panels must have an agreed position as to why a grant applicant was successful or not, based on the criteria of the funding program.

This agreed position is recorded as documents are subject to the *Judicial Review Act 1991*, *Right to Information Act 2009* and *Information Privacy Act 2009*.

R. How are disputes resolved?

Disputes over the management of Council's funding program are resolved locally with applicants encouraged to contact Council Officers about any disagreement or conflict with an application and to obtain feedback on their application. The Local Government Association (LGAQ) may be able to recommend trained mediators to assist in resolving conflict between stakeholders if required.

S. If we are successful with our Council grant, can we apply to other funding bodies for our project?

Applicants may apply to other funders for their project (but not for the same element funded by the Council Grants Program.) If a larger scale project is relying on multiple sources of funding to carry out a project, Council funding may be subject to receiving other grant funding or renegotiating the project if other grants are not successful.

T. Is GST Paid?

If the successful applicant's Australian Business Number (ABN) is registered for Goods & Services Tax (GST), 10% GST will be added to the grant awarded. If the applicant is not registered for GST, no GST will be added to the grant awarded.

U. What insurance do I require?

Applicants are to seek advice from insurers about insurance needs for their proposed project as requirements may vary according to each project. (E.g. Public Liability, Volunteer, Professional Indemnity etc.). **Certificates of Currency must be provided before funding is disbursed.**

V. How do I acknowledge Council's support?

Council support (financial and in-kind) is to be acknowledged with Council's logo on all promotional materials such as brochures, posters, programs, invitations, signage, advertisements, websites, social media pages, newsletters, annual reports and promotional videos.

For public events and activities verbal acknowledgement is required. Successful applicants are encouraged to invite the Mayor to attend as Council's representative.

W. What if the project has to be changed?

Please submit a letter outlining the proposed change to the project and reason behind proposed change, for consideration by the Chief Executive Officer. A written response to your variation request will be provided.

X. What are the acquittal requirements?

Acquittals must be submitted within eight (8) weeks of completing projects. To demonstrate the grant has been used for the intended purpose acquittal requirements include:

- Completed Outcome Report within **eight (8) 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 $500 and over;
  - a list of all expenditure items for purchases under $500;
- Unexpended funding (if applicable);
- Evidence of public acknowledgement of funding (e.g. social media, website, event program, newsletter, verbal acknowledgement at launch);
- Your feedback on the grant program.

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

Recipients will not be considered for further assistance until previous grants have been acquitted.

Y. Definitions

- **Auspice** – an entity that applies on behalf of an organisation, group or individual without an ABN / Public Liability Insurance / incorporation. The group or individual may be responsible for delivering the project but the auspice is responsible for entering into the funding agreement, obtaining Public Liability Insurance, receiving and acquitting the funding. The group will need to provide a support letter confirming their support for the applicant applying for funding for their project. On the application form the name of the applicant must be the same as the ABN holder and the "Group / Auspice" box is ticked.
- **Community organisation** - an entity that carries on activities for a public purpose, or another entity whose primary object is not directed at making a profit (*Local Government Regulation 2012)*.
- **Group -** A group is a set of people considered together because they have a common interest. An **unincorporated** entity is considered a group under Council's Grants Program.
- **Target Group** - attendees or participants directly and specifically aimed at for the project
- **Grant** – an amount of money contributed by Council to a successful applicant for a specific purpose and to achieve a specific outcome.
- **In-kind assistance** – the provision of goods or services (non financial) by Council. Services within Council's core business may be available (subject to resource availability and scheduling) free of charge, up to the value of in-kind assistance awarded.
- **Fee Negotiation/Waiver** –The Chief Executive Officer has delegated authority to negotiate fees and charges where circumstances warrant.
- **Partnership** – an agreement of solidarity between Council and organisation or individual to provide financial or non-financial support based on shared or similar objectives in an equal and mutually beneficial relationship across a range of activities.
- **Sponsorship** – an act of supporting an event, activity or organisation with financial and/or non-financial assistance.
- **Micro Grant** – grant stream with monthly rounds, where applicants can apply for smaller scale community projects with less detailed application and acquittal processes.