



# COMMUNITY GRANTS Guidelines

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## Mayor's Foreword

Welcome to the Scenic Rim Regional Council's Community Grants program.

Council recognizes 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 and community development opportunities in the Scenic Rim. These projects help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

I look forward to seeing the many exciting and innovative projects that this program will support and working with you to enhance the wellbeing of the Scenic Rim.



**Greg Christensen**  
Mayor

## The Community Grants Program

### AIM

The aim of the Scenic Rim Regional Council Community Grants Program is to provide assistance to local community groups and organisations who make a positive contribution to the quality of life in the Scenic Rim.

## Preparing your application

### BEFORE YOU APPLY

***Applicants are encouraged to read these guidelines carefully and speak with Council's Community Development Team before submitting an application.***

Applications will be evaluated on merit against eligibility and assessment criteria. Applications successful through previous rounds of Council's Community grants 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 community need. Therefore applicants may be fully, partially or not funded.

**Please Note** the grant assessment process can take up to two months from when the funding round closes so this needs to be factored into your project planning.

### ACKNOWLEDGEMENT OF YOUR APPLICATION

All applicants will receive formal notification from Council acknowledging receipt of your application.

## Key dates

The Community Grants program has two rounds per financial year plus an ongoing in-kind application process. Key dates are listed on Council's website at [www.scenicrim.qld.gov.au](http://www.scenicrim.qld.gov.au)

Application forms for grants and In-kind assistance are also available at [www.scenicrim.qld.gov.au](http://www.scenicrim.qld.gov.au)

## Eligible applicants

- Is a properly constituted and compliant (incorporated) not-for-profit or is auspiced by an incorporated organisation
- Has successfully acquitted ALL previous Community grants
- Has no issues associated with other Council grants
- Has no outstanding compliance matters with Council, for example Building and Plumbing applications, Development Approvals or leasing issues with Property & Operations
- Has no overdue or outstanding rates, fees or debts with Council
- Has current public liability insurance (copy may be requested)
- Is based within the Scenic Rim Regional Council local government area and can demonstrate that the project will benefit residents of the Scenic Rim

## Eligible projects

Applications may be made for a variety of projects and must:

- Clearly demonstrate community need, benefit and support for Scenic Rim residents
- Adhere to the specific terms and conditions of the Community Grants Program Guidelines
- Delivered in the Scenic Rim Regional Council local government area
- Address all eligibility criteria including compliance related matters



## Ineligible applicants

- Individuals and businesses
- Government, semi-government, emergency services and political organisations
- Educational institutions
- Parents and Citizens Associations or Parents and Friends Associations, unless wider community benefit can be demonstrated
- Organisations that have direct access to funds generated from gaming machines

## Level of assistance

The Community Grants Program provides limited financial assistance and is not intended to be relied upon as the sole source of funding. Council encourages other sources including co-funding from other funding bodies, sponsorship and organisational contributions including in-kind contributions.

Two grant rounds are released per financial year. The maximum amount of grant funding per organisation per financial year is \$5,000 and the maximum amount of In Kind assistance per organisation per financial year is \$1,000.

Council reserves the right to part fund a grant application and applicants may be offered a smaller amount than what was applied for.

## Ineligible projects

Funding will **not** be provided for:

- Recurrent costs associated with day to day operations ie water, electricity and insurance
- Freight, travel and accommodation related costs
- Salaries, wages and employment costs
- Retrospective funding - programs, projects and/or activities that have commenced or completed prior to grant assessment processes
- Programs, projects and/or activities that do not involve the Scenic Rim community
- Payment of debt
- Merchandise, prizes, trophies and raffles
- Commercial activities or events
- Projects by political organisations
- Personal play equipment ie tennis balls, cricket balls, uniforms
- Fundraisers and events run solely for members, without broader community benefit eg trivia nights, end of season celebrations, luncheons

## Projects on Council owned property

Applicants proposing to undertake works on Council owned buildings or Council owned land require approval under the Community Project Works on Council Land Policy.

Contact the Maintenance and Operations Department on 5540 5111 for more information. Please note, this process can take up to two months so this needs to be factored into your project planning.

## Supporting material

Applicants are encouraged to attach the following documents (where applicable) to support their application:

- Public Liability Certificate of Currency
- One quote for projects up to \$1,500 and two quotes for projects over \$1,500
- Strategic or Business Plan or other relevant planning documents
- Event Management Plan, Project Plan or Workshop program
- Current Bank or Financial Statement
- Letters of support are not required except from partnering and/or auspicing organisations
- Relevant minutes of meeting
- Event budget

## In kind assistance

In-kind assistance is where Council resources, materials and/or services are available to support community projects in lieu of grant funding. The maximum amount of in-kind that community groups can access in a financial year is \$1,000. (refer In Kind Assistance form)

## Assessment

Applications will be scored against an Assessment Matrix:

An assessment panel will review all applications and provide a formal recommendation to Council for final approval.

Applicants must neither canvass nor lobby Councillors/Council staff about their funding applications during the application and assessment process.

## Goods and Services Tax & ABN Number

If your organisation is registered (or required to be registered) for GST then GST is payable on the grant. Successful applicants will be asked to supply Council with a Tax Invoice for the grant amount plus GST.

If your organisation is not registered for GST (or not required to be registered) for GST, the grant is not subject to GST. Successful applicants will be asked to supply Council with an Invoice (not taxed) for the grant amount.

If an ABN Number is not quoted, applicants will be required to complete the Australian Tax Office (ATO) Statement by a Supplier Form. This can be provided upon request.

If a Statement by a Supplier form is not supplied, Council will be required to deduct 46.5% of the approved grant for remittance to the ATO.



## Notification of outcome

All applicants will be notified within two weeks of Council's final decision.

Once Council has received an appropriate invoice from the organisation for the funds, payment of the grant will be made electronically to the nominated bank account.

If the applicant is being auspiced, payment will be made to the auspicing organisation.

## Change of project

Written permission is required if you wish to change your project.

## Reporting and acquittal

The project needs to be completed within twelve months and the final acquittal report must be submitted within two months of completing the project. All final reports are to be submitted on the Acquittal Template provided. The report covers project outcomes and achievements, along with acquittal of expenditure, with copies of appropriate receipts or invoices.

The report must show that the grant was used for the purpose for which it was provided unless a change of use was agreed to in writing.

## Acknowledgement requirements

As a condition of funding, successful applicants are required to actively and publicly acknowledge Council's support.

Use of Council's logo will be outlined in the formal notification to approved applicants.

## Lodging Your Application

Your completed application must be lodged before close of business on the advertised closing dates. Late applications will not be accepted.

### EMAIL

mail@scenicrim.qld.gov.au

### MAIL

Community Grants Program  
Community and Culture Department  
Scenic Rim Regional Council  
PO Box 25  
BEAUDESERT QLD 4285

### IN PERSON

Customer Service Centres at:

Beaudesert Administration Building  
82 Brisbane Street  
BEAUDESERT

Tamborine Mountain Customer Service Centre  
Cnr Main Street and Yuulong Road  
NORTH TAMBORINE

Boonah Customer Service Centre  
70 High Street  
BOONAH

## Privacy statement

Scenic Rim Regional Council is collecting your personal information in accordance with the Local Government Act 2009 in order to assess your application for funding. The information will only be accessed by Scenic Rim Regional Council for Council business related activities.

Your information will not be given to any other person or agency unless you have given us permission or we are required by law. Your personal information is handled in accordance with the Information Privacy Act 2009.

## Further information

Further information on Council's Community Grants Program can be obtained by contacting the Community Development Officer on 07 5540 5111 or mail@scenicrim.qld.gov.au