

Mayoral Gala Charity Ball Fund Application Form

What is the Mayoral Gala Charity Ball Fund?

Council makes funds raised at the Mayoral Gala Charity Ball available to assist and or support charities that assist people suffering from disability, homelessness, trauma, abuse or neglect in the Somerset region.

Who can apply for a grant?

Charitable organisations operating in Somerset or charitable organisations operating outside of the Somerset Regional Council area but that provide support for residents of Somerset.

When can I apply?

Please see below excerpt from the Mayoral Gala Charity Ball Funds Distribution Policy for further information.

SCOPE

3.1 *What this policy applies to*

This policy covers:

- (a) direct financial support for charitable organisations operating in Somerset or charitable organisations operating outside of the Somerset Regional Council area but that provide support for residents of Somerset

3.2 *What this policy does not apply to*

- (i) This policy does not apply to commercial organisations or individuals other than those referred to in 3.1(a) above;
- (ii) For example, applications will not be considered from individuals seeking financial assistance from Council due to hardship.
- (iii) Application for medical costs, funeral expenses or the payment of Council rates and charges.

POLICY

A The main process

In granting direct financial support for charitable organisations, Council may use the following process:

- Following each annual Mayoral Gala Charity Ball, an amount of funds will be announced and recorded by Council. These funds will be available for distribution to charitable organisations.
- Applications may be made for either of two (2) categories being:
 1. A Tailored Service or Program (TSP) delivered by a charitable organisation for the benefit of Somerset residents.
 2. Emergency Incident Funds (EIF) provided by a charitable organisation to a Somerset resident.

Tailored Service Programs (TSP)

- For TSP applications, advertisements will be placed in local media, for two (2) funding rounds per financial year, advertising the availability and requesting applications by a specified date, addressing the selection criteria. Charitable organisations may be limited to one (1) application per funding round.
- Applicants shall meet one of the following classifications:
 - (a) A charitable organisation whose primary aims are to assist people suffering from a disability, homelessness, trauma, abuse or neglect in the Somerset Region.
 - (b) A charitable organisation whose primary aim is to improve the quality of life of vulnerable sections of the Somerset Community.

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- Applicants must be either an incorporated entity or be auspiced by an incorporated entity.
- When the advertisement has been issued Councillors and staff may encourage organisations to apply but should not indicate if an application is likely to succeed.
- Applicants for TSP funding shall be required to:
 - (a) Demonstrate that they are a charitable organisation
 - (b) Detail the community benefit that the project event or service will provide
 - (c) Provide a copy of the organisations most recent audited financial statements
 - (d) Provide details of the organisations status in relation to GST
 - (e) Provide details of any financial contribution to be made by the organisation or from another grant program as preference may be given to applications that include such co-contributions
 - (f) Provide details that any other approvals required for the application have been obtained.
 - (g) acknowledge that where a funding is provided for the purchase of a non-current asset and the asset is sold within twelve (12) months after the date on which Council grants the funds for the purchase, the grant provided must be repaid to the Council.
- Applications that do not include all supporting documentation will not be considered further.

Emergency Incident Funds (EIF)

EIF Applications may be made at any time.

- Applicants for EIF funding shall be required to:
 - (a) Demonstrate that they are a charitable organisation
 - (b) Detail the individual benefit that is to be achieved
 - (c) Provide details of any financial contribution to be made by the organisation or from another grant program.
 - (d) acknowledge that where a funding is provided for the purchase of a non-current asset and the asset is sold within twelve (12) months after the date on which Council grants the funds for the purchase, the grant provided must be repaid to the Council.

The following additional criteria may be used to assess applications:

- (a) Consideration may be provided to fund applications that benefit a greater number of residents
- (b) Groups which can demonstrate collaboration or partnership between community organisations will be highly regarded.
- (c) Projects which encourage and assist community interactions and inclusiveness.
- (d) Preference is to be given to direct funding of the cause, rather than fund-raising events
- (e) Funding of recurrent administration and running costs of charitable organisations, such as uniforms, insurance and rental subsidies or salaries.
- (f) Projects where professional fees or administration costs represent more than 40% of the grant funding

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(g) Funding of government entities is not preferred.

- On receipt of applications the Chief Executive Officer (CEO) or delegate will consider all applications and assess them against the criteria. The CEO or delegate may request additional information if required.
- The CEO or delegate will make recommendations of the grants to be awarded. The recommendations will be considered and decisions made of grants to be awarded by:
 - For EIF applications – CEO
 - For TSP applications – Council.

B Acknowledgements

Fund recipients are required to acknowledge that Council has made a donation towards the organisation in any promotion for the event / service and at the event and make it known that the funds were made available through the Somerset Mayoral Gala Charity Ball Fund.

C Acquittals

Successful applicants will be required to lodge an acquittal statement for the expenditure of the grant. Acquittal statements are to be lodged prior to the end of the financial year for which the funds were awarded, unless an extension is granted for the expenditure of the funds. Successful applicants will be precluded from receiving further funds until previous grants have been acquitted.

D Time limit on claiming funds

Grantees are required to claim funds via a tax invoice within three months of the date of approval unless an extension is sought and granted. Funds after this period where no extension has been approved will be considered to be cancelled.

Letters approving funds will make this time limit and its implications clear to grantees.

**Mayoral Gala Charity Ball Fund
Tailored Service Programs (TSP)
Application Form**

SECTION 1 – ORGANISATION DETAILS

Date of application

Name of Organisation

Postal address

Contact Person

Email

Phone

M:	H/B:
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Is your group a charitable organisation?..... Yes No
(As defined by the Australian Taxation Office)

Is your organisation Incorporated?..... Yes No

Is your organisation being auspiced / sponsored?..... Yes No

Is your organisation registered for GST?..... Yes No

Do you have an Australian Business Number (ABN)?..... Yes No

My ABN is _ _ _ _ _

Copy of organisations most recent Audited Financial Report attached?... Yes No
(including balance sheet)

Sponsoring/Auspicing Org.

Contact Person

Postal address

Phone

M:	H/B:
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Email

When will the project, event or service start?

When will the project, event or service end?

SECTION 2 – PROJECT DETAILS

Describe the project / event / service for which you are seeking funding.
If you require more space, please attach a separate sheet to this page.

How does your project benefit and contribute to the Somerset community?
If you require more space, please attach a separate sheet to this page.

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Does this project require ongoing support? Yes No

If yes – please describe how this will be funded in the future

APPLICATION CHECKLIST

Please ensure that you have attached all **MANDATORY** supporting documentation to your application

INFORMATION CHECKLIST

- Have you attached your last audited Financial Reports including (including balance sheet)?
- Have you attached any quotes to substantiate expenditure / costs related to this application?
- Have you answered all the questions as completely as possible?
- Is the application signed by the appropriate authorised representative?
- Have you included any letters of support for this project?
- Have you kept a copy of the application for your own records?
- Have you listed all income and expenditure on the project budget?

If your application form is submitted late, is incomplete or does not contain all the necessary documentation, it may be ineligible for funding.

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PROJECTED BUDGET – INCOME AND EXPENSES

Please provide a detailed budget of the expected costs of the project. Please attach all written quotes to verify costs.

Expenditure (Costs)

\$

Project Costs:	
Council Fees:	
Total Expenditure \$	

Income (Earnings)

\$

Project Earnings:	
Other grant income, sponsorship or donations:	
Your own contribution (in-kind):	
Total Revenue \$	

Total Mayoral Gala Charity Ball funding sought

\$

Total \$	

Mayoral Gala Charity Ball Fund Tailored Service Programs (TSP) Application Form

CERTIFICATION

To be signed by the chair, president or representative of the applicant organisation.

- I certify that to the best of my knowledge the statements made in this application are true and correct;
- I certify that I have read and understood the grants process as described in the Somerset Regional Mayoral Gala Charity Ball Fund Distribution Policy;
- I understand that if the Somerset Regional Council approves a grant, I will be required to accept the conditions of the grant in accordance with the Mayoral Gala Charity Ball Fund Distribution Policy;
- I consent to the information contained within this application being disclosed to the Somerset Regional Council for the purpose of assessing, administering and monitoring the organisations current and any future Council grant applications.
- I understand that if the Somerset Regional Council approves the grant, I will be bound by the contents of the application to carry out the projects as described and the application will form part of the funding agreement with Council.

Full Name

Position

Signature

Date

DECLARATION OF SPONSORING ORGANISATION

Only complete this declaration where you are being sponsored / auspiced by another organisation.

I declare that, should funding be approved, I will take full responsibility for the financial management of the grant and will ensure that the project is delivered in accordance with the terms outlined in the funding agreement and that the conditions are met.

Full Name

Position

Signature

Date

Please forward this form and supporting documents to:

Chief Executive Officer
Somerset Regional Council
PO Box 117
ESK QLD 4312

Or send to:

mail@somerset.qld.gov.au

For more information phone Somerset Regional Council on (07) 5424 4000