

Community Assistance Grant Application Form

What are Community Assistance Grants?

Somerset Regional Council assists the community by allocating a set amount of funds, each financial year, to be distributed to various community groups and individuals through its Community Assistance Grants budget.

Who can apply for a grant?

Community organisations can apply for a grant to assist with costs associated with projects, events, services or remission of some Council fees.

Community organisations means (as defined in the Local Government Regulation 2012):

- (a) An entity that carries on activities for a public purpose; or
- (b) Another entity whose primary object is not directed at making a profit.

Somerset Excellence Bursaries

The Council may decide to make grants to individuals in order to encourage academic, cultural and sporting excellence. A separate application form is available from Somerset Regional Council website www.somerset.qld.gov.au

When can I apply?

Please see below excerpt from Community Assistance Grant Policy C/001 for further information.

3. SCOPE

3.1 What this policy applies to

This policy covers:

- a) direct financial or in-kind support for community organisations, projects, events or services within Somerset region;
- b) payment of general rates and Council cost recovery fees, on behalf of community organisations;
- c) assets given to community organisations;
- d) payments to individuals and teams as excellence bursaries.

3.2 What this policy does not apply to

- a) This policy does not apply to grants or concessions requested by commercial organisations or individuals other than those referred to in 3.1(d) above;
- b) For example, applications will not be considered for the payment of insurance premiums, water supply and sewerage accounts from Urban Utilities, other utility accounts such as electricity and telecommunications or the following charges levied with Council general rates:
 - o Utility charges;
 - o Separate rates and charges;
 - o Special rates and charges; and
 - o State Government Emergency Levy.

5. POLICY

5.1 The main process

In granting direct financial support for community organisations, projects, events or services, Council will use the following process:

- As part of Council's annual budget considerations, an amount will be decided upon which is available for making grants to community organisations. This decision may specify amounts for the different types of grants covered by this policy. A limit for individual grants may be set.
- Advertisements will be placed in local media for two (2) funding rounds per financial year (with the first round of each financial year including rates remission applications for that financial year). The advertisement will detail the availability and request applications be received by a specified date, addressing the selection criteria. However, organisations may be limited to two (2) applications per financial year with a lower priority given to applicants that have been funded within the previous 12 months.
- Applicants shall meet one of the following classifications:
 - a) a sporting / leisure / cultural organisation which is a non-profit group whose primary aim is to advance the social, cultural, leisure or sporting needs of its members and/or residents of the Somerset region;
 - b) a charitable organisation that is a non-profit group whose primary aim is to improve the quality of life of under-privileged sections of the community within the Somerset region;
 - c) a community service provider whose primary aims are to provide a community service to all or specific sections of the community within the Somerset region; or
 - d) an educational institution within the Somerset region.

Community Assistance Grant Application Form

- Applicants for community assistance grants must be either incorporated entities or the grants must be auspiced by an incorporated organisation.
- When the advertisement has been issued, Councillors and Council staff may encourage organisations to apply, but should not indicate if an application is likely to succeed.

The following criteria may be used to assess grant applications:

- Non-recurrent grants of between \$500 and \$5,500 will be made available to not-for-profit community organisations to undertake projects, activities or events which benefit the wider community, depending on the availability of funds and the merit of projects, activities or events.
- Applications will be accepted for one (1) application per funding round (total of two (2) per financial year) and one rates remission (if applicable), per community organisation. Applicants must have met acquittal conditions for previous Council grants prior to the opening of the next funding round in order for their later application to be accepted for consideration.
- Maximum funding of \$5,500 per application unless exceptional circumstances can be demonstrated.
- Funding for events held within the Somerset Region will be considered at the following levels:
 - Small scale event up to \$750**
 - 100 or less patrons expected; or
 - Restricted to a particular group of patrons (e.g. membership required)
 - Large scale event up to \$1,500**
 - 100 – 1000 patrons expected to attend
 - The first annual event for a group/organisation
 - Event will be advertised throughout the Somerset Region
 - Annual Agricultural Shows up to \$2,000**
 - Restricted to annual agricultural shows held within the Somerset Region.
 - Large scale regional event up to \$3,000**
 - An event with 1000 or more patrons expected
 - Evidence of previous event success provided (i.e. not a first annual event). First or previous annual events are to have met the criteria of a large scale event.
 - Unrestricted attendance
 - Event will be advertised throughout the Somerset Region
- Ticket sales and entry fees are not considered membership.
- Additional consideration may be provided to grant applications which involve a co-contribution from the applicant and/or where the applicant has sought additional grant funding, sponsorship, or donations from other sources for the relevant project. Council typically prefers 50% co-contribution to funding applications (e.g. project based) that are not an event.
- Because Council's intent is to use grants to enhance its profile in the community, Council would prefer not to provide funding for fundraising events but rather fund the cause that is the subject of the fund-raising event directly where appropriate.
- Council will give lower priority to applicants that have been funded within the previous 12 months.
- Council would prefer to not fund general recurrent costs of community organisations such as uniforms, insurance, or salaries.
- Council would prefer not to fund government entities through community assistance grants. Council will not fund entities that operate more than 30 gaming machines through community assistance grants.
- Council will not approve funding for projects, activities, or events if the project, activity or event is conducted on privately owned property without relevant Council approvals and insurances, or the proposed project, activity or event would entail improvements to this property which could potentially benefit an individual or business.
- Applicants will be required to:
 - a) demonstrate the community benefit that the project, event or service will provide.
 - b) provide a copy of the organisation's most recently audited financial statements where the organisation is legally required to be audited; or a copy of the organisation's most recent unaudited financial statements together with relevant verification statement and copies of bank statements at the balance date (balance date being the closing date of financial statements representing all of the organisation's bank accounts and loans).
 - c) provide details of the organisation's status in relation to GST.
 - d) provide written quotations, where applicable, to support the amounts included in the application.

Community Assistance Grant Application Form

- e) provide details demonstrating that any other approvals required for the application have been obtained. For example, where the application is for funding the building of a shed on Council land, the applicant must obtain an approval from Council, as the property owner, prior to lodging the funding application.
 - f) 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.
 - g) acknowledge their understanding that where a community assistance grant 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.
 - After the closing date, the Chief Executive Officer (CEO) or delegate will consider all the applications and assess them against the criteria. In this process the CEO or delegate may request additional information from the applicants and may conduct interviews.
 - The CEO or delegate will make recommendations in relation to the grants to be awarded. Council will consider the recommendations and decide what grants are to be awarded.
 - Notwithstanding the closing dates of funding rounds, applications submitted outside of funding rounds may be considered by Council where the community organisation can demonstrate exceptional circumstances that would necessitate application outside of specified funding rounds.
 - Councillors have no discretionary funds available to them and as such cannot, as an individual, make any decision regarding the allocation of Community Assistance Grants.

5.2 Acknowledgements

Grant recipients are required to acknowledge;

- support provided to the organisation; and
- Promotional material and at the event

5.3 Acquittals

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

5.4 Time limit on claiming grants

Grantees are required to claim grants via a tax invoice within three (3) months of the date of approval unless an extension is sought and granted. Grants after this period, where no extension has been approved, will be cancelled. Notification of grant approval will advise of the time limit and potential implications.

Community Assistance Grant Application Form

1. Organisation Contact Details		
Date of application		
Name of organisation		
Contact person		
Postal address	
Contact number	Phone:	Mobile:
Email address		

2. Organisation Financial Details	Yes	No
Is your group a community organisation? <small>(As defined in <i>Local Government Regulation 2012</i>)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation incorporated?	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation registered for GST?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an Australian Business Number (ABN)?	<input type="checkbox"/>	<input type="checkbox"/>
My ABN is _ _ _ _ _		
Copy of organisations most recent Audited Financial Report attached? <small>(including balance sheet)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation operate more than 30 gaming machines?	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation auspiced (sponsored)?	<input type="checkbox"/>	<input type="checkbox"/>
Auspicing (sponsoring) organisation <small>(if applicable)</small>		
Contact person		
Postal address	
Contact number	Phone:	Mobile:
Email address		

Community Assistance Grant Application Form

3. Rates Remission applications only, otherwise continue to Section 4.

Please provide most recent rates notice information and continue to Section 9

Assessment number:	
Real property description of land:	
Address of land:	

Checklist

Please ensure that you have attached supporting documentation:

Information Checklist

- Have you attached your most recent audited Financial Reports (including balance sheet)?
- Have you attached your most recent Rate Notice?

4. What is the project, purchase product, event or service?

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5. When will the project, event or service start and finish?

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6. Project / Product / Event or Service Details

<p>Describe what you are seeking funding for. (If you require more space, please attach a separate sheet to this page).</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>How does this benefit and contribute to the community? (If you require more space, please attach a separate sheet to this page).</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Community Assistance Grant Application Form

	Yes	No
Does the project require ongoing support?	<input type="checkbox"/>	<input type="checkbox"/>
If yes – please describe how this will be funded in the future. (If you require more space, please attach a separate sheet to this page).	
Does your application require Council Approval? i.e. Development or event approval	<input type="checkbox"/>	<input type="checkbox"/>
Council will not approve funding for projects, activities, or events if the project, activity or event is conducted on privately owned property without relevant Council approvals and insurances, or the proposed project, activity or event would entail improvements to this property which could potentially benefit an individual or business.		
If yes – please provide further information (If you require more space, please attach a separate sheet to this page).	

7. 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 \$	

Community Assistance Grant Application Form

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

Total Community Assistance Grant funding sought:	
Total \$	

8. Application Checklist

Please ensure that you have attached supporting documentation.

Information Checklist

Have you attached your most recent audited Financial Reports (including balance sheet)?	<input type="checkbox"/>
Have you attached any quotes to substantiate expenditure / costs related to this application?	<input type="checkbox"/>
Have you answered all the questions as completely as possible?	<input type="checkbox"/>
Is the application signed by the appropriate authorised representative?	<input type="checkbox"/>
Have you included any letters of support for this project?	<input type="checkbox"/>
Have you kept a copy of the application for your own records?	<input type="checkbox"/>
Have you listed all income and expenditure on the project budget?	<input type="checkbox"/>
Have you attached evidence of any Council approval/s required?	<input type="checkbox"/>

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

Community Assistance Grant Application Form

9. 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 Council Community Grants 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 Council's Community Grants 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.

Contact person		
Position		
Signature		Date

Declaration of Auspicing (Sponsoring) Organisation (if applicable)

Only complete this declaration where you are being auspiced (sponsored) 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.

Contact person		
Organisation		
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 further information please phone Somerset Regional Council on 5424 4000