

## **COMMUNITY ASSISTANCE PROGRAM**

### Information for applicants

#### What is the Community Assistance Program?

Rockhampton Regional Council is committed to supporting eligible organisations with undertaking projects or events within the Rockhampton Regional Council area that contribute to building a safe, caring and healthy community; a healthy and livable environment; and a strong, resilient and diversified economy.

The program provides assistance through the following:

#### **Community Grants Scheme**

Assistance is provided to non-profit incorporated community organisations for up to 50% of the costs of projects that are asset/capital in nature, and have a lasting benefit to the broad community. An organisation may only be funded for one such project per annum, and preference will be given to projects that provide for multi-purpose or multi-organisation use.

Applications will not be accepted from private enterprise or for projects that are related to a Government funded agency, such as schools.

#### **Corporate Sponsorship Scheme**

Sponsorship is provided for events or activities that provide identified economic or community development outcomes for the broad community, and tangible benefits to Council through enhanced corporate image or revenue potential.

The Scheme is open to non-profit incorporated community organisations and private enterprise, with applicants limited to funding for one event per year. There is no guarantee that Council will fund the same event in subsequent years.

#### **Multi-year Sponsorship Scheme**

Council may commit to providing sponsorship on a recurrent basis for a specified number of years for events that it considers will provide significant ongoing community benefit.

#### **Small Projects Scheme**

Assistance not exceeding \$1000 in value is provided to non-profit incorporated community organisations for small community projects and events. The funding amount may be cash or in-kind support (including payment of facility charges).

#### **Awards**

Assistance is offered to local organisations for the provision of awards or trophies for high achievement in tertiary education; regional community, cultural and sporting pursuits. There will be a maximum of \$500 per award, with a limit of one award per organization per year.

### Eligibility Criteria

Applications will only be accepted from:

- incorporated not-for-profit community associations based in the region (unincorporated groups may apply if auspiced by an incorporated body)

- private enterprise seeking to deliver a community event or activity that meets the objectives of Council sponsorship

Applications will not be accepted from organisations or private enterprise:

- that do not hold appropriate public liability insurance cover for the project/event for which assistance is sought
- have not properly acquitted any previous grants or sponsorship provided by Rockhampton Regional Council
- do not have the capacity to successfully manage the project or event including meeting deadlines for grant expenditure and acquittal requirements
- are unable to meet 50% of the costs for requested capital/asset related projects including building renovations, equipment and furnishings

To be eligible to receive funding from the Community Assistance Program the project or event must:

- support one or more of the objectives outlined above
- be for the benefit of communities within the Rockhampton Regional Council area, and not for profit making purposes
- provide for equitable access and be inclusive of diverse social and cultural groups and within the community
- be non-political and non-discriminatory in nature

Applications will not be accepted for projects, events or activities that:

- do not meet Policy guidelines;
- provide no, or limited benefit to communities within the Regional Council area, being primarily for an individual, small group of individuals, or profit making gain (ie. business venture)
- are directly funded by government or undertaking a project related to a government funded agency eg. schools;
- have already commenced or have been completed
- are occurring outside of the Rockhampton Regional Council area
- support political or discriminatory ideologies or practices and/or do not abide by the laws and regulations of the Commonwealth, State and Council
- are currently or will be funded by another grant or income source, or where a duplication of a service or project may arise
- include establishment costs; ongoing and current maintenance, salary or recurrent costs associated with the operations of an organisation or enterprise;
- request the remission of Council rates

## What funding support is available?

The amount of funding available each year is determined through Council's budget process. Council may set a maximum funding amount per application to ensure equitable distribution of the overall grant quantum.

Council may provide either a cash contribution or in-kind support. In-kind support may consist of things such as additional garbage collection for an event, use of a Council park or facility, or road closure activities. As Council is required to account for all support provided, in-kind support is still a real cost and must be included in the total value of your application. To enable Council to assist your organisation with in-kind support you will need to provide full details of the costs of the service you require.

Council works with communities to encourage applications for projects and events that provide real benefits, and allocates funds to activities that have demonstrated community support.

## How to apply for funding?

### Funding Rounds

Applications for assistance under the Community Assistance Program will be invited as follows:

- There will be three funding rounds in each financial year for the Community Grants and Community Sponsorship Schemes. Each round will be advertised publicly at and at least four weeks prior to a round closing. Applications received outside of these rounds will only be assessed at the next round, so it is important that application deadlines are met.
- Applications for the Small Projects and Awards Schemes will be accepted at any time

Application forms will be available on Council's website or by contacting the Customer Service Centres. Applications must be made on the current form applicable to the funding being sought, address all of the criteria outlined in the form, and include any supporting documentation requested.

Applicants may not make more than one application under more than one of Council's grant programs for the same project or event in the same financial year.

## How applications will be assessed

Applications received for the Community Assistance Program will be assessed against the following criteria:

- a) The community need for the project or event including:
  - evidence of a community need relative to the size and scope of the project or event; and how this was determined
  - community consultation or collaboration in the design/development/delivery of the project or event
  - community support (e.g. sponsorship obtained, use by other groups)
  - innovation – what is different about the project or event, not duplicating other facilities or events
  - inclusiveness of all social and cultural groups within the community
- b) The community outcomes expected from the project or event including:
  - Participation – number of people who will benefit from the project or participate in the event
  - Support for local business – will local venue, materials and services be used
  - Environment – how the project or event will contribute to a healthy and livable environment
  - Community capital - how the project or event will contribute to the development of social cohesion and capacity
  - Sustainability or community activation – will the project be sustainable without further support from Council; will the event utilise civic spaces and facilities
- d) The promotional outcomes expected from the project or event including:
  - Local and regional – will the project provide positive local and regional promotion of the area and community
  - State – will the project or event provide positive state promotion of the area and community
  - National or international - will the project or event provide positive national or international promotion of the area and community
  - Marketing - how will the project or event be marketed to potential audiences
  - Recognition of Council support – how will this be achieved

- e) Organisational capacity to complete the project or event including:
- Resources – physical and financial resources to successfully undertake the project or deliver the event
  - Timeframe – realistic project or event plan, with milestones identified
  - Experience – experience with similar projects or events, or use of external assistance
  - Approvals - evidence of consideration of applicable approvals/permits/plans and ability to obtain
  - Budget – realistic budget presented with relevant details and quotes attached to support costing

## Advice of Application Outcome

All applicants will be advised of the outcome of their application once a Council resolution has been made. Successful applicants will be required to sign a Funding Agreement detailing the terms and conditions for the receipt and acquittal of the approved funds. This agreement will need to be signed by two executive officers of the organization and returned by the specified date to allow for payment of any funds to be processed.

Details of all approved funding will be made public via Council's website.

Funding decisions are final and appeals for reassessment will not be considered by Council. However, applicants may seek feedback as to how to improve future applications.

Note that Council aims to distribute funding across a range of applications to ensure the greatest benefit for the local community. In keeping with this aim, Council may choose to provide part funding for a proposed community project or event. The decision may be based on stand-alone elements of a project or event, and/or the availability of alternative funding sources for the project. For this reason, applicants are advised to provide a detailed cost breakdown in their submitted budget.

## GST

Depending on the applicant's status with the Australian Tax Office (ATO), Community Assistance Program funding may attract goods and services tax (GST). Organisations requesting financial assistance are therefore required to declare whether or not they are GST registered and provide an Australian Business Number (ABN).

Organisations which do not have an ABN must supply a 'Statement of Supplier' form indicating the reason for not quoting an ABN. Without an ABN or a Statement of Supplier form, Council will be required to withhold and forward 48.5% of any approved grant to the ATO.

For advice about GST issues, Statement by a Supplier forms or any general enquiries about GST issues, please contact the Australian Taxation Office.

## Accountability for funds received

All recipients of funds will be required to complete a final acquittal report which must contain any copies of receipts for expenditure and be supported by photographs, copies of any print media coverage, publications, or other forms of documentation. The final report must be returned to Council within eight weeks of the project or event completion.

## Further information

For any further information in relation to the Community Assistance Program please contact the Communities and Facilities section of Council on telephone 4936 8569 or email [communitydevelopment@rrc.qld.gov.au](mailto:communitydevelopment@rrc.qld.gov.au)