

The aim of the Central Highlands Regional Council's Community Grants Program is to provide assistance to local community group/organisations making positive contributions to the quality of life in the local government area.

Important: Before filling in your application form, please read all the information contained in these guidelines.

Applications may be submitted in the following categories to the maximum indicated:

| Category | Maximum |
|---------------------------------------|---------|
| Community Assistance Grant | \$5,000 |
| Sport and Recreation Assistance Grant | \$5,000 |

Grants are offered twice each year.

| Round | Opening Date | Closing Date | Applicants notified of grant outcomes | Timeframes for completed acquittal (if successful) |
|-------|--------------|---------------------|---------------------------------------|--|
| 1 | Mid January | 5.00pm, 28 February | End of March | 6 months |
| 2 | Mid July | 5.00pm, 31 August | End of September | 6 months |

Note: Please ensure programs, projects and activities fit within the timeframes mentioned above.

Grant Aims

Community Assistance / Sport and Recreation Assistance Grants to a maximum of \$5,000.00 are available to:

- Develop the capacity and sustainability of organisations/groups or to develop innovative programs to meet the needs of members and the community.
- Support the acquisition or upgrading of facilities and equipment (excluding personal-use items).

Eligibility Criteria

Groups/organisations are required to:

- Have the majority of members of the organisation/group reside in the Central Highlands Regional Council area.
- Operate predominately within the Central Highlands Regional Council boundaries.
- Have acquitted any previous Central Highlands Regional Council or former shires of Bauhinia, Duaringa, Peak Downs or Emerald grant satisfactorily.
- Be free of debt with Central Highlands Regional Council.
- Be an incorporated 'not-for-profit' organisation or company limited by guarantee that has been endorsed by the Australian Taxation Office (ATO) as a charity, tax exempt fund or deductible gift recipient. Unincorporated groups are eligible to apply, providing that their application is made through the appropriate incorporated body which supports the program, project or activity.
- Have relevant public liability insurance cover.
- Be accessible for any member of the community.
- Demonstrate a clear need for financial support and show that all other avenues of financial support have been exhausted (e.g. Gambling Community Benefit Fund, Jupiter's).
- Submit the organisation's most current financial statement (as submitted to the Office of Fair Trading) or latest treasurer's report including bank balances covering previous 12 months.
- Submit a detailed budget for the program, project and/or activity and two (2) quotes from registered businesses, for all items to be funded for the grant (including where possible at least sourced in CHRC boundaries)
- Provide in principle support from the land owner or trustee of the land prior to application submission.
- Sought advice regarding building works and approval prior to application submission (if applicable).

Please note:

- The grants program aims to provide limited financial assistance in relation to development of program, project and/or activity, and is not intended to be relied upon as a primary source of funding. Council encourages co-funding from other sources and reserves the right to part fund a grant application.
- Only one application will be accepted from each group/organisation per funding round.
- Where appropriate, arts and cultural projects should apply to the Regional Arts Development Fund (RADF) program.
www.centralhighlands.qld.gov.au/regional-arts-development-fund

Who Cannot Apply

The following organisations/groups are unable to apply:

- Political groups
- Government agencies
- Businesses and commercial organisations
- Community organisations operating more than 30 gaming machines
- Schools (public or independent) - unless sponsored by eligible community organisation/group
- Organisations or groups who were successful in attaining a council grant in the previous round
- Organisations whose capital and operating requirements are met directly from Federal or State Governments or their Departments or from Government owned corporations unless they demonstrate that there is a clear community need that cannot otherwise be met
- Organisations or groups that support discrimination in any form

Ineligible Items

The following will not be considered for funding:

- Ongoing salaries/wages for staff
- Recurrent costs associated with day-to-day operations.
- Retrospective funding – Programs, projects and/or activities that have commenced or completed prior to acknowledgement of grant outcomes.
- Items/programs that are the core business of a Government Departments, tourism or economic development organisations.
- Programs, projects and/or activities that do not involve the Central Highlands Regional Council community.
- Items of equipment or other expenditure that are personal or of a personal gain.
- Assets Council believes have an unacceptable risk of being damaged, lost, causing injury or quickly losing value.
- Freight, travel and accommodation related costs, merchandise, catering and hospitality, prizes and raffles (unless demonstrated essential to program, project or activity)
- Fund raising events and activities.
- Insurance costs.
- Payment of debt.

How to Apply

Council staff involved in the administration of the Community Grants Program are available to provide general guidance to assist with the preparation of your application. Please contact the Customer Service Centre on 1300 242 686.

Community Grant Program Application Forms can be obtained from council's Customer Service and Rural Transaction Centres, libraries or by accessing council's website (www.centralhighlands.qld.gov.au/community-grants).

Completed grant forms can be returned to Council's Customer Service and Rural Transaction Centres or sent or emailed to the below addresses.

Applications close 5.00pm, 28th February and 31st August each year.

Please send application form to:



Chief Executive Officer
Central Highlands Regional Council
PO Box 21
Emerald QLD 4720



enquiries@chrc.qld.gov.au

Further information



Central Highlands Regional Council
1300 242 686



www.centralhighlands.qld.gov.au

How Are Applications Assessed?

The high demand for funding under the Central Highlands Regional Council's Community Grants Program will mean that not all grant applications can be approved. Although an application may meet the assessment criteria, approval will depend on available funds and the number and quality of applications.

Selection Criteria

In general, the assessment process will consider the following key selection criteria:

- The funding request directly supports a demonstrated need within the community (30%)
- The project provides a direct or indirect benefit for residents in the community (30%)
- Demonstrated ability to meet current financial obligations; include quotes, budget and financial statement (20%)
- Demonstrate that attempts have been made to raise funds from other sources. (10%)
- The applicant organisation is making a contribution to the program, project and/or activity. (10%)

All funding submissions will be assessed against the selection criteria by the assessment panel. In general, the assessment is a formal process, which consists of independent community members, councillors and specialist council staff with recommendations endorsed by council at a council meeting.

All applicants will receive written notification of their applications outcome. Successful applications will also be acknowledged on council's website for public viewing.

How Are Applications Acquitted?

It is expected that successful applicants will:

- Complete and return their letter of acceptance;
- Commence the approved program, project and/or activity utilising the funds for the purpose for which they were granted;
- Finalise the payment of invoices/expenses associated with the approved program, project and/or activity;
- Complete and return the *Acquittal Form* to Council within the six (6) month timeframe. The Acquittal form must be accompanied by copies of invoices, proof of payment (receipts/paid invoices/nil statements), project summary and other associated supporting material.

Upon receipt of completed acquittal forms and associated documentation Council will reimburse the approved amount to the successful organisation/group. In a case of variation to the program, project or activity and/or amounts quoted additional advice from Council will need to be sought.

Definitions & Interpretations

“Applicant”

The organisation/group who will be implementing the proposed program, project or activity.

“Council”

Central Highlands Regional Council (CHRC).

“Incorporated”

Organisation incorporated under the *Queensland Associations Incorporation Act 1981*.

“In-kind contribution”

A donation of goods or services, time or expertise, rather than cash or appreciated property

“Sponsor”

The incorporated organisation which supports the program, project or activity.