

Community Education Fund

**Regional Education Program
(Educational Development)**

Guideline



CONTENTS

1.	What is Regional Education Program (Educational Development) Fund?	3
2.	Who Can Apply?	3
3.	What Type of Projects Can Be Funded?	3
4.	Your Application	4
5.	Council Assessment	5
6.	Successful Applications	5
7.	Unsuccessful Applications	5
8.	Appealing Decisions	5
9.	Funding	5
10.	Funding Agreements	6
11.	Acknowledgements	6
12.	Timeframes	6
13.	Acquittal Process	6
14.	Quality Assurance	6

1. What is Regional Education Program (Educational Development) Fund?

The Regional Education Program (Educational Development) funding supports the continued development of students across the region to enhance academic standards, mentorship and guidance.

The Regional Education Program (Educational Development) objectives are:-

- Support local programs offered in youth development, education and/or guidance as an extension to school-based/delivered programs.
- Encourage and enhance the transition from secondary education to employment or further study.
- Support programs that assist student's wellbeing and academic standards.

2. Who Can Apply?

To be eligible to apply for Regional Education Program (Educational Development) funding, the organisation:-

Must be one of the following:

- a not-for-profit community organisation based in or servicing the Gladstone Regional Council area (other than a sporting club); or
- an Australian registered charity.

And must:

- be incorporated;
- have an Australian Business Number (ABN) or complete and attach a "Statement by a supplier" form (http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf); and
- be financially solvent.

However, the following will not be considered eligible:-

Commercial business.	Local, State, Federal government agency.
Organisations that have access to funds generated internally from permanently licensed premises or onsite gaming machines.	Political organisation.
Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.	Organisations that do not have a current operational bank account for funding to be paid into.
Sporting club.	Organisations that have failed to adequately acquit, manage or deliver outcomes from previous Council funding.
Educational institution.	

3. What Type of Projects Can Be Funded?

For a project to be considered eligible, it must meet the Regional Education Program (Educational Development) objectives (projects that meet multiple objectives will be viewed favourably) and be able to be completed within twelve (12) months of receiving the funding. Examples of some eligible projects¹:-

Group and individual mentor programs	Wellness camps/sessions and course
Work skills training courses	Homework clubs
Life skills courses	Literacy support programs
Personal development camps	Group career coaching sessions

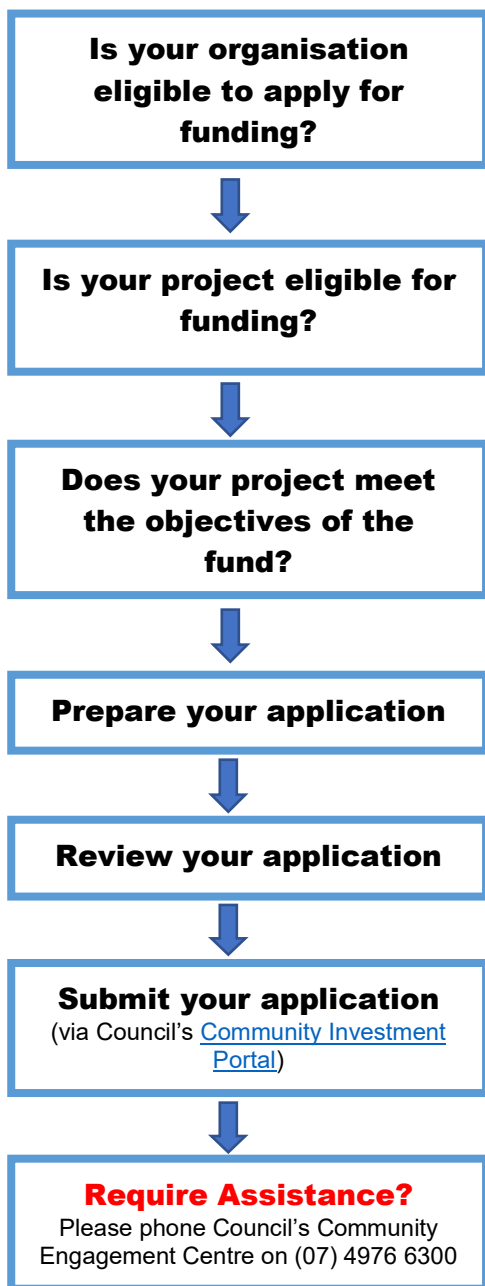
¹ Please note that this is not an exhaustive list of all eligible and ineligible projects.



Projects¹ considered to be ineligible:-

- Ongoing operational costs (e.g electricity bills, rates, insurance etc).
- Ongoing salary costs.
- Administration expenses/sundries.
- Projects that:-
 - Benefit only a small number of members;
 - Exclude or disadvantage other users;
 - Have already been undertaken or commenced; or
 - Could present a hazard to the community or environment.

4. Your Application



Information to Assist you in Preparing your Application

Aim of the Project

- ✓ How will the funding be used?
- ✓ What is likely to be achieved?
- ✓ How will the project be measured to determine if it is a success?
- ✓ How will the project meet the objectives of the fund?

Need of the Project

- ✓ What is the need for this project?
- ✓ How has the need been identified?
- ✓ What will the benefits be?
- ✓ Will the project benefit other groups or wider community?

Supporting Documentation (Mandatory)

- ✓ Current Audited Financial Statements and most recent Profit & Loss Statement.
- ✓ Statement by a supplier form (if no ABN).
- ✓ Certificate of Incorporation.

Supporting Documentation (Non Mandatory)

- ✓ Any other supporting documents that are relevant to the project/application.

Association Costs

- ✓ Breakdown of costs to complete the project.
- ✓ Costs are to relate to financial contribution only.
- ✓ All amounts are to be GST exclusive.
- ✓ Obtain quotes where necessary (see below).

Quotes

- ✓ If total funding requested is:-
 - Under \$3,000 (ex GST) – no quotes are required.
 - \$3,000 - \$8,000 (ex GST) – 2 quotes required (from 2 different suppliers).
 - Over \$8,000 (ex GST) – 3 quotes required (from 3 different suppliers).
- ✓ Quotes are to be current (no older than 2 months), cover all components of the project and itemised.
- ✓ In the event that there is only 1 supplier, this should be noted in the application.

Acknowledgements

- ✓ How is the organisation going to acknowledge Council's financial contribution (if successful).

5. Council Assessment

Applications will be assessed against Council's Community Investment Policy and Corporate Standard, this Guideline, and the information provided in the application.

Council may:-

- Request further information to assist with the assessment or to substantiate any claims made.
- Contact any parties mentioned/listed within the application for verification.
- Liaise with other funding organisations to determine if other funding has been sourced and the status of this funding.
- Exclude applications from the assessment process that:-
 - are incomplete; or
 - are received after the closing date (advertised on Council's website).

6. Successful Applications

Successful applicants will be notified in writing and may be required to enter into a Funding Agreement as a pre-condition for receipt of the funding.

The following will be the responsibility of the applicant:-

- Ensuring bank account details in Council's vendor data base are kept up to date. Approved funding amounts will be deposited directly into the nominated bank account, as currently held on Council's vendor data base.
(In the event that Council does not have the applicant details on Council's vendor data base, the applicant will be required to complete a "New Vendor Details Form").
- Submit a tax invoice.
- Expend funds within the timeframes given.
- Submit an acquittal.
- Obtain all appropriate permits, approvals, licences, insurances etc to undertake the project.
- Comply with the terms and conditions applying to the funding.

By submitting an application the Applicant consents to Council:-

- Advertising projects that have been successfully funded by Council (i.e media release, social media); and
- Advertising successful recipient details on Council's website (including but not limited to, project description, name of recipient, amount funded).

7. Unsuccessful Applications

Unsuccessful applicants will be notified in writing.

8. Appealing Decisions

All decisions made by Council resolution are final and cannot be appealed internally.

Where a decision is made by a Council Officer under delegation, a request for review of the decision can be made to the Chief Executive Officer for consideration.

9. Funding

There will only be one (1) funding round offered each financial year (which is advertised on Council's website). No minimum/maximum funding limit has been applied. The amounts allocated each financial year will be determined by Council's annual budget. Once budget allocations have been expended, no further

applications will be considered that financial year, unless a budget revision is endorsed via a Council resolution.

Funding must only be used for the approved purpose.

Council may:-

- Approve funding amounts less than what has been requested.
- Pay approved funding amounts in instalments and apply conditions where necessary.
- Not fund organisations that have already secured funding (monetary or in-kind) from within Council or external to Council for the same project.
- Not fund projects that duplicate other existing services or programs within the Gladstone Regional Council area, unless evidence of demand is provided and agreed upon.

Recurrent funding is not guaranteed, and applicants are encouraged not to rely on Council's funding for this reason.

10. Funding Agreements

Successful applicants may be required to enter into a Funding Agreement with Council.

The Funding Agreement will include (but not limited to) the benefits agreed to, payment terms, performance required, acknowledgements of funding and evaluation methods.

Each party will bear their own costs of the Funding Agreement which will be drafted by Council at Council's expense.

11. Acknowledgements

The manner in which Council's support is to be acknowledged will be specified in the terms and conditions of the approval letter and/or Funding Agreement.

12. Timeframes

Applicants will be notified of the outcome of the application eight (8) weeks after the closing date (advertised on Council's website).

13. Acquittal Process

Funding recipients that use the funding towards ongoing programs are to submit reports to Council on the performance of the programs, as specified in the approval letter and/or Funding Agreement.

Funding recipients that use the funding towards one off projects, will be required to submit an acquittal via Council's [Community Investment Portal](#) within eight (8) weeks after the project is completed.

Failure to submit an acquittal and any information/documentation requested, may impact future funding eligibility through Council, or result in Council requesting some or all of the funding to be paid back to Council.

14. Quality Assurance

Council representatives may from time to time undertake quality assurance checks (including site audits) to ensure funding allocations have been spent according to the information provided.