



Regional Enhancement Fund

Development Application Fee Reimbursement

Guideline



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1. What is Development Application Fee Reimbursement Fund?

Development Application Fee Reimbursement funding is to provide fee relief for eligible organisations from Council development application fees.

The Development Application Fee Reimbursement objective is to support improvements undertaken on Gladstone Regional Council controlled or owned land that requires an initial lodgement of a new application being submitted to Council for building work, operational works, plumbing work, material change of use or reconfiguring a lot.

2. Who Can Apply?

To be eligible to apply for Development Application Fee Reimbursement funding, the organisation:-

Must be one of the following:

- a not-for-profit community organisation based in or servicing the Gladstone Regional Council area; or
- a not-for-profit sporting organisation/active recreation group based in the Gladstone Regional Council area.

And must:

- be a lessee or licensee undertaking improvements on Gladstone Regional Council controlled or owned land;
- 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.	Religious or worship group.
Organisations that have access to funds generated internally from permanently licensed premises or onsite gaming machines.	Local, State, Federal government agency.
Organisations that have failed to adequately acquit, manage or deliver outcomes from previous Council funding.	Political organisation.
Organisations that have already received Development Application Fee Reimbursement funding for the same type of development application and same property in the financial year that the application is lodged (E.g 2 x Building Development Application Fee reimbursements can't be lodged in the same financial year for the same property, but 1 x Building and 1 x Operational Works applications can).	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.	Educational institution.

3. What Type of Projects Can Be Funded?

For a project to be considered eligible:-

- It must meet the Development Application Fee Reimbursement objective;
- It must be for the initial lodgement of a new development application; and
- The development application receipt must be dated within the same financial year it is being claimed and the recipient name must be in the organisation's name making this application.
(Exceptions may be granted for those receipts from costs paid in June and claimed in July (i.e same calendar year)).



Examples of some eligible projects¹:-

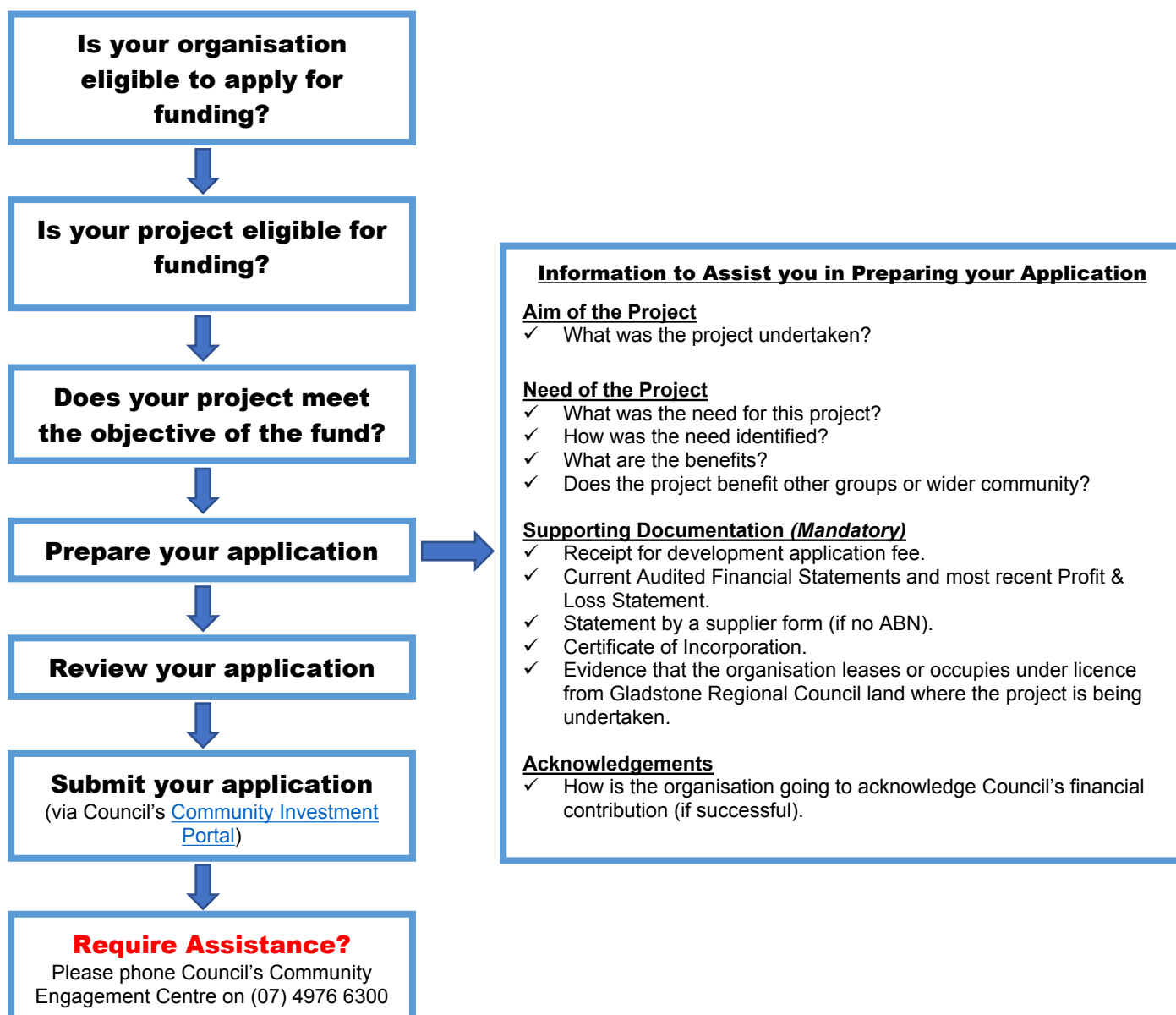
Material Change of Use application	Operational Works application
Building/Plumbing application	Reconfigure a Lot application

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

Projects¹ considered to be ineligible:-

- Improvements undertaken on land that is not Council owned/controlled; or
- Projects being claimed that were undertaken in previous financial years.

4. Your Application



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.

6. Successful Applications

Successful applicants will be:-

- Notified in writing.
- Responsible for 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").
- Required to comply with the terms and conditions of receiving the funding.
- Responsible for obtaining all appropriate permits, approvals, licences, insurances etc to undertake the project.

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

Applications will be accepted all year round. 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. Acknowledgements

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

11. Timeframes

Applicants will be notified of the outcome of the application eight (8) weeks after lodging the application.

12. Acquittal Process

An acquittal is not required to be submitted.

13. 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.