



# Community Education Fund

## School Engagement Subsidy

### Guideline



## CONTENTS

1.	What is School Engagement Subsidy Fund? .....	3
2.	Who Can Apply?.....	3
3.	What Type of Projects Can Be Funded? .....	3
4.	Your Application.....	4
5.	Council Assessment .....	4
6.	Successful Applications .....	5
7.	Unsuccessful Applications .....	5
8.	Appealing Decisions .....	5
9.	Funding.....	5
10.	Acknowledgements.....	6
11.	Timeframes.....	6
12.	Acquittal Process .....	6
13.	Quality Assurance.....	6

## 1. What is School Engagement Subsidy Fund?

The School Engagement Subsidy funding is to support educational institutions to connect with Gladstone Regional Council to enhance learning opportunities and engagement with entertainment, art and culture.

The School Engagement Subsidy objective is to reduce barriers for educational institutions by enabling bus travel to and from Gladstone Regional Council's facilities and events.

## 2. Who Can Apply?

To be eligible to apply for School Engagement Subsidy funding, the organisation must:-

- be an educational institution (primary or secondary (or combined) only);
- 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](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.	Sporting club.
Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.	Religious or worship group.
Organisations that have failed to adequately acquit, manage or deliver outcomes from previous Council funding.	Political organisation.
Organisations that have access to funds generated internally from permanently licensed premises or onsite gaming machines.	Organisations that do not have a current operational bank account for funding to be paid into.
Organisations that have already received School Engagement Subsidy funding in the financial year that the application is lodged.	

## 3. What Type of Projects Can Be Funded?

For a project to be considered eligible, it must:-

- Meet the School Engagement Subsidy objective;
- Be undertaken during the timeframes advertised on Council's website (applicable to the round);
- Be for one bus/bus trip only, to and from, and visiting a minimum of two (2) Council approved facilities within the same trip. Examples of some eligible projects<sup>1</sup>:-

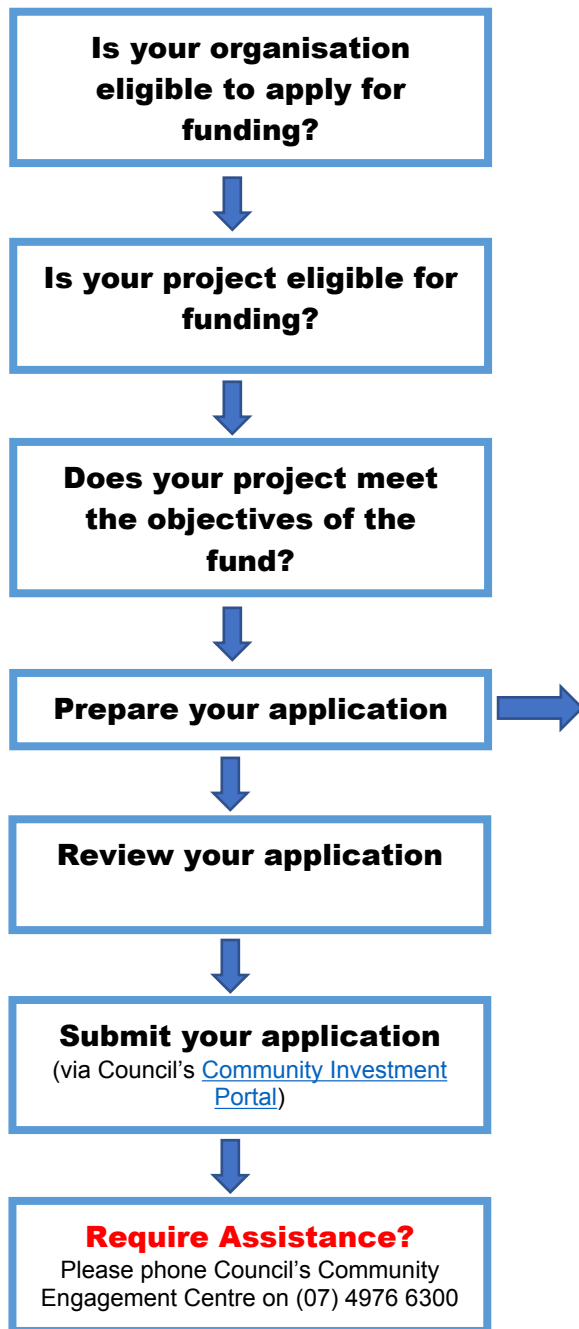
Gladstone Entertainment Convention Centre	Tondoon Botanic Gardens
Gladstone Regional Art Gallery & Museum	Transfer Stations and Landfills
Library	Council chambers

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

Projects<sup>1</sup> considered to be ineligible:-

- Ongoing operational costs (e.g electricity bills, rates, insurance etc).
- Administration expenses/sundries.
- Ongoing salary costs.
- 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).
- ✓ Written approval from the two (2) Council facilities to be visited.

**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.
- 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;
  - Submit a tax invoice;
  - Expend funds within the timeframes given; and
  - Submit an acquittal.
- 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

There are two (2) funding rounds offered each financial year (which are 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. 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 the closing date (advertised on Council's website).

## 12. Acquittal Process

Funding recipients 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.

## 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.