

Community Investment Program

Community Hall Fund Guideline

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1. What is Community Hall Fund?

The Community Hall Fund makes funding available to provide an annual donation to assist local organisations who own, lease, or manage a Community Hall within the Council area with operating costs. The hall must meet the definition of Community Hall as set out in this Policy.

Definition: Community Hall

Means a facility owned and/or operated by a not-for-profit community organisation where the primary purpose of the facility is for general community use (via a hire or other authorised use arrangement) where members of the public gather for group activities, social support, public information, entertainment, education and other social purposes. It excludes those facilities where community use is not the primary purpose and may be only a minor ancillary use of the facility.

2. Who Can Apply?

To be eligible to apply for Community Hall Fund funding, the organisation must:

- be a not-for-profit community organisation based in and servicing the Gladstone Regional Council area and may be an Australian Registered Charity but **not** a Religious or Worship Group;
- own and/or manage a community hall within the Gladstone Regional Council area that is hired out to the community (as distinct from a room for hire within a larger building). *The hall must meet the definition of Community Hall as set out in this Policy;*
- 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 a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.	Sporting club.
Organisations that have failed to adequately acquit, manage or deliver outcomes from previous Council funding.	Political organisation or political party.
Organisations that do not have a current operational bank account for funding to be paid into.	Organisations that have already received Community Hall Fund funding for the same hall in the financial year that the application is lodged.
Educational institution.	

3. Your Application



Information to Assist you in Preparing your Application

Community Hall Definition

A facility owned and/or operated by a not-for-profit community organisation where the primary purpose of the facility is for general community use (via a hire or other authorised use arrangement) where members of the public gather for group activities, social support, public information, entertainment, education and other social purposes. It excludes those facilities where community use is not the primary purpose and may be only a minor ancillary use of the facility.

Consider how your organisation meets the Community Hall definition?

Need for the Donation

- ✓ How will the organisation use the Community Hall Fund Donation? If the organisation leases or manages a Gladstone Regional Council owned facility and wishes to use the donation toward facility upgrades, please contact Council via email; info@gladstone.qld.gov.au requesting a letter of consent for the project. For more information

Supporting Documentation (Mandatory)

- ✓ Most recent Profit & Loss Statement.
- ✓ ABN (Australian Business Number)
- ✓ Statement by a supplier form (if no ABN).
- ✓ Certificate of Incorporation.

Acknowledgements

- ✓ Consider how your organisation going to acknowledge Council's financial contribution (if successful).
 - Acknowledgement Statement published on the organisation's social media platform using a graphic and text to be provided by Council;
 - Acknowledgement Statement published in organisation's newsletter using a graphic and text to be provided by Council;
 - Sticker on item purchased (if applicable) or
 - Another option can be suggested when completing the application form.

4. 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).

5. 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 receive an emailed invitation from eftsure (Council's contracted onboarding supplier) requesting vendor information").
- Required to:
 - Comply with the terms and conditions of receiving the funding;
 - Submit a tax invoice (if requested);
- 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);
- Advertising successful recipient details on Council's website (including but not limited to, project description, name of recipient, amount funded); and
- Issuing a Recipient Created Tax Invoice if successful.

6. Unsuccessful Applications

Unsuccessful applicants will be notified in writing.

7. 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.

8. Funding

Funding rounds will be open all year round, any changes will be advertised on Council's website. Applicants can apply for funding up to a maximum of \$2,000. 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.

The funding payment is a voluntary donation and GST is not applicable in respect of The GST Act 1999.

9. Acknowledgements

All applicants will be required to acknowledge Council's support. The way Council is acknowledged will be clarified in writing to successful applicants.

Any additional Promotional Material referencing Council or containing the Council logo must be submitted for approval prior to printing, production, publication, and distribution. Approved logo will be provided by Council.

10. Timeframes

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

11. Acquittal Process

No acquittal is required under the Community Hall Fund.

12. 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.