



Gladstone Regional Council's Human and Social Recovery Plan

Gladstone Region Rise Up Fund

Guideline



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1. What is the Gladstone Region Rise Up Fund?

The Gladstone Region Rise Up Fund has been developed as part of Gladstone Regional Council's Human and Social Recovery Plan to support not for profit sport, recreation and community organisations through the Coronavirus COVID-19 health emergency.

The Gladstone Region Rise Up Stimulus Payment objective is to;

- Support Gladstone Region not for profit sport, recreation and community organisations who have experienced adverse impact during the Coronavirus COVID-19 health emergency.

2. Who Can Apply?

To be eligible for the Gladstone Region Rise Up Fund, the organisation;

Must be one of the following:

- A not for profit community organisation based in and servicing the Gladstone Regional Council area,
- A not for profit sporting organisation/active recreation group based in and servicing the Gladstone Regional Council area,
- A not for profit recreation organisation based in and servicing the Gladstone Regional Council area.

And must:

- Be incorporated. Applicants must be able to provide an incorporation number.
- Have an Australian Business Number (ABN) or complete and attach a 'Statement by a supplier' form
- Be financially solvent.

However, the following will **NOT** be considered eligible: -

Organisations that do not have a current operational bank account for funding to be paid into	Organisations that have a delinquent debt to Council (excluding interest free loans, outstanding rates or rent payments.)
Local, State, Federal government agency	Commercial businesses
Political Organisations	Educational institutions

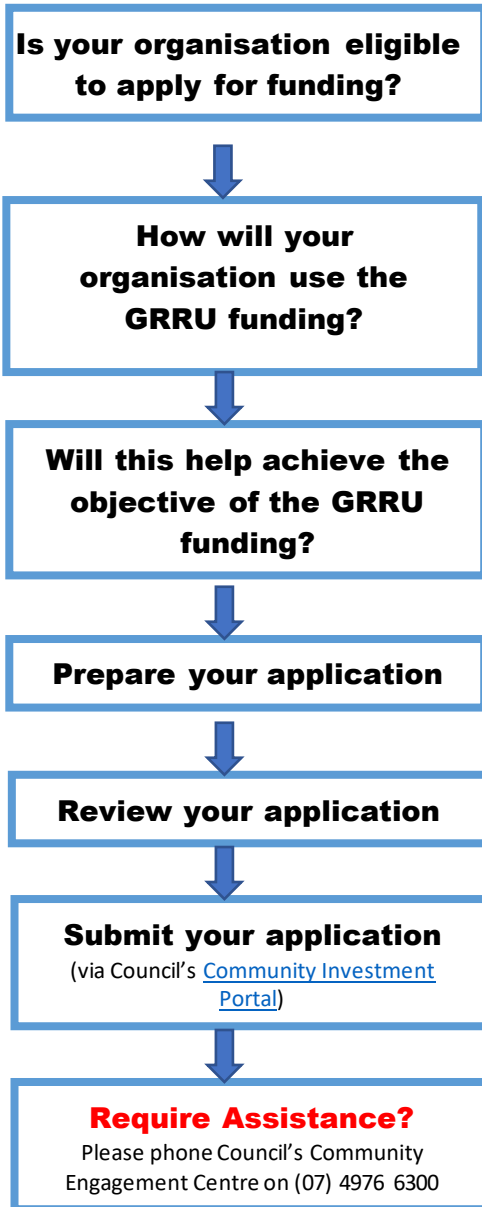
3. What Type of Projects Or Expenses Will Be Funded?

The Gladstone Region Rise Up funding can be used by eligible not for profit sport, recreation and community organisations towards costs associated with or initiatives to protect their organisation against adverse financial impacts during the Coronavirus COVID-19 health emergency.

Projects that exclude or disadvantage other users or could present a hazard to the community or environment will be considered ineligible.



4. Your Application



Information to Assist you in Preparing your Application

Aim of the Gladstone Region Rise Up Fund

- ✓ How will the funding be used?
- ✓ What is likely to be achieved?
- ✓ How will the project meet the objectives of the fund?

Need of the Project/expenses

- ✓ What is the need for this project or expenses to be covered?
- ✓ How has the need been identified?
- ✓ What will the benefits be?

Supporting Documentation (Mandatory)

- ✓ Statement by a supplier form (if no ABN).
- ✓ Certificate of Incorporation (not applicable for businesses).
- ✓ Certificate of Currency (Public Liability).
- ✓ For projects (other than equipment): -
- a copy of the written consent from the landowner (if the applicant is not the landowner)

Association Costs

- ✓ Breakdown of costs associated with the funding request
- ✓ Costs are to relate to financial contribution only.
- ✓ All amounts are to be GST exclusive.
- ✓ Obtain quotes where necessary.

Acknowledgements

- ✓ Council will supply a social media tile to the organisation for use on their social media platforms. Council requests the graphic is accompanied by the following acknowledgement statement.

INSERT ORGANISATION NAME has secured support for its ongoing operation through the Gladstone Region Rise Up Fund. This payment aims to support Gladstone Region's not for profit sport, recreation and community organisations who have experienced adverse impact during the Coronavirus COVID-19 health emergency.

5. Council Assessment

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

Applications will be assessed by a Gladstone Region Rise Up Fund Panel which consist of at least three of the following positions (or senior representative nominated to represent them):

- General Manager Community Development & Events
- Manager Engagement & Partnerships
- General Manager Strategic Asset Performance
- General Manager Customer Experience
- General Manager Operations

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 funds have been expended.

6. Successful Applications

Successful applicants will be notified in writing and will be required to return a signed copy of the letter which will act as a funding agreement. This is 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 the funds in the timeframe given,
- Submit an acquittal,
- Obtain all appropriate permits, approvals, licenses, insurances, etc. to undertake the project,
- Comply with the terms and conditions applying to the funding.

By applying, 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

Initial applications will be accepted during one round which will be open from Tuesday 7 April 2020 to 1 May 2020 (5pm). Applications can apply up to a maximum of \$5,000 (ex GST). The total amount allocated to be expended through this fund has been determined by Council at a Special General Meeting on 24 March 2020. Once the budget allocations have been expended in their entirety, no further applications will be considered.

Funding must only be used on expenses or projects as identified within the organisation's application or as determined in consultation with authorised Council Representatives.

10. Funding Agreements

Successful applicants will receive a formal letter which Council will require to be signed and returned. This will act as a formal funding agreement between both parties.

The letter will include (but is not limited to) the benefits agreed to, payment terms, performance required, acknowledgement of funding and evaluation methods.

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

11. Timeframes

Applicants will be notified of the outcome of the application four (4) weeks after the close of the application round.

12. Acquittal Process

Funding recipients will be required to submit an acquittal via Council's Community Investment Portal within (8) weeks of the funded project/initiative execution.

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 the funding to be paid back to Council.

13. Quality Assurance

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