

Mayor's Discretionary Fund

The Mayor's Discretionary Fund is an annual amount provided in each budget to enable the Mayor to respond to emergent requests for financial assistance from community organisations.

This fund supports the sustainable delivery of community, cultural, sporting and environmental initiatives that demonstrate direct benefit to the Gladstone Region local government area.

Applications are open year-round with community organisations encouraged to apply, should they meet the eligibility criteria. Each applicant may receive one (1) grant per financial year, per initiative through the Mayor's Discretionary Fund, to enable the grant monies to be spread between eligible community organisations.

There are limited funds available and once this amount is reached, no further grants will be awarded until the following financial year.

Fund Aims

Vibrant, engaged and resilient communities are developed through capacity building and partnerships with the fund aiming to:

- Support local causes including events, activities and initiatives through donations, sponsorships and purchase of goods or services.
- Provide support to the regions charitable institutions and not-for-profit community organisations.
- Recognise the achievements of community organisations and volunteers for the contribution they make to the local community and council's vision for the future through donations, prizes and awards.

Eligibility criteria

Applicant must:

- Be an incorporated organisation. Unincorporated community groups/ organisations may apply through a community organisation (both of which must meet the eligibility criteria and not be an ineligible organisation) which is able to accept legal and financial responsibility for the project/initiative/event.
- Must be based within the boundaries of Gladstone Regional Council Local Government Area or servicing the Gladstone region community.
- Have successfully acquitted any previous Gladstone Regional Council funding, where applicable.
- Be free of debt to Gladstone Regional Council.
- Be financially solvent.

Ineligible items/initiatives

Retrospective costs, including reimbursement of costs already incurred and funding for initiatives which have already taken place or commenced prior to the request being approved by Council.

Top up funds, where Gladstone Regional Council already provides funds or in-kind support (including donations for prizes/awards).

Mayor's Discretionary Fund

Applicants that have failed to adequately acquit, manage or deliver outcomes from previous Council funding, where requested to do so.

Submitting a request

Applications for discretionary funds must be submitted using the online application form at <https://gladstone.smartygrants.com.au/mayorsdiscretionaryfund>. For support on the use of the SmartyGrants portal, please contact Council on 49 700 700.

Assessment process

All applications will be assessed for eligibility to ensure they meet a community need. Once eligibility is confirmed, each application is then assessed on its own merits with final outcomes determined by the Mayor.

What happens next

Applicants will be notified in writing of the application outcome, as soon as practical.

Funds must be claimed within three months of notification, except where an extension has been granted; with funds expended within twelve months from the date of the successful funding notification letter.

Part funding may be offered.

The outcome of all successful applications will be published online including each applicant's name, the purpose of the funding and the amount of funding received. This information will also be included in Council's Annual Report.

Where discretionary funds are in support of an event or purchase of goods or services, acknowledgement of the contribution may be requested at time of fund approval with expectations detailed in Council's successful funding notification letter.

Acquittal

Due to the varied nature of applications received for this fund, acquittal requirements will be set on a case by case basis and outlined in Council's successful funding notification letter.

Where required, an online acquittal is to be completed within 28 days of the completion of the initiative/event, including submission of receipts or other evidence of monies expended.

Applicants may be ineligible to apply for any future council grants until the acquittal is successfully submitted and approved.

Failure to comply with Council's accountability requirements may result in the applicant being asked to reimburse the full amount of the monies received.