

Community Investment Program

Community Donations Fund Guidelines

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1. What is the Community Donations Fund?

Through the Community Donations Fund applicants can request funding up to \$500 to support initiatives that contribute positively to the community that may not align with other funding streams within the Community Investment Policy.

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) community donation per financial year, per initiative through the Community Donations Fund. This will enable the grant monies to be spread between eligible community organisations.

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

2. Fund Aims

The Community Donation Fund recognizes that 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 region's 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.

3. Who Can Apply?

To apply to the Community Donations Fund applicants **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.

However, the following will not be considered eligible:

- For profit organisations.
- 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).

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

4. Type of events, initiatives or projects can be funded?

Projects supported must be for a community purpose and may include projects that:

- Improve community facilities located in the Gladstone Region;
- Support community arts and cultural activities;
- Improve the environment;
- Contribute to community safety;
- Contribute to improved health and well-being;
- Purchase equipment to resource community organisations; and
- Create opportunities for residents to be involved in their community.

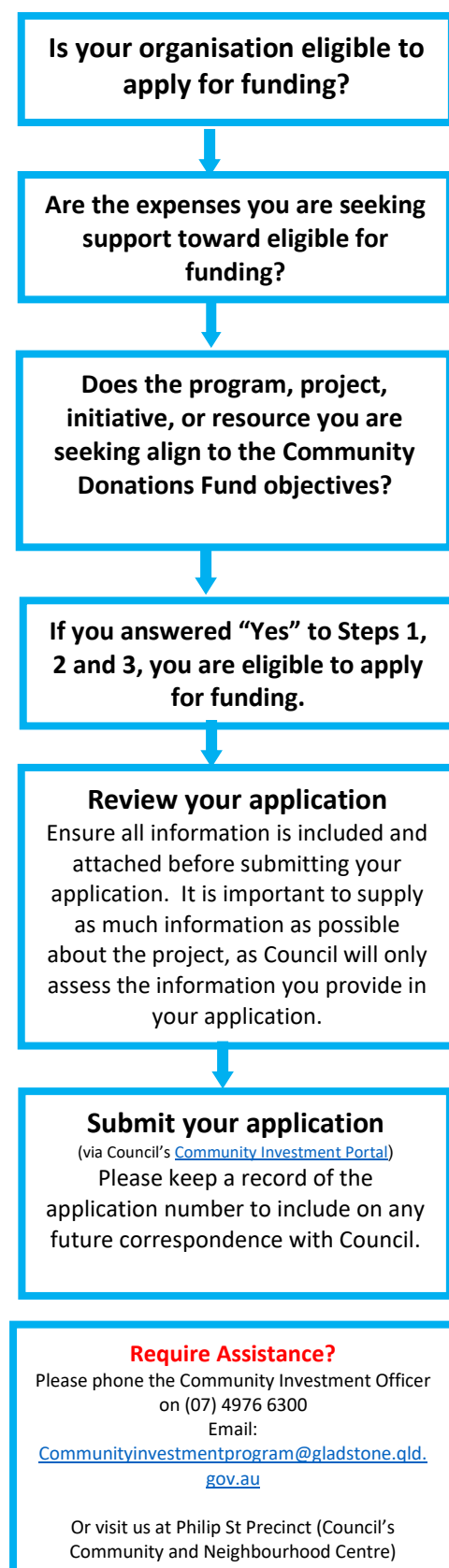
Projects or expenses that are not eligible to be supported include:

- Management of day-to-day operating expenses (e.g., electricity bills, rates, insurance etc.).
- Requests that have a commercial purpose;
- Improvements to land and/or facilities owned and controlled by other levels of Government or ineligible organisation types;
- Expenditure that is the core business of other levels of Government;
- Alcohol;
- Ongoing operational costs: Salary/wages, insurance, utilities, rates, administration and rent; and
- Retrospective projects or expenditure (projects or expenditure that have already taken place).

5. How much can we apply for?

Unless otherwise approved by Council, community organisations may apply for up to \$500 in financial or in-kind support toward an eligible project, program, resource, or initiative.

6. Your Application



Information to Assist you in Preparing your Application

Log onto [Smarty Grants](#) (Council's online software system). *Note: If this is the first time you have used Smarty Grants, you will be asked to register before starting your application. Applications can remain in Smarty Grants as a draft as you collate the required information.*

Consider the following when preparing the application:

Aim of the initiative, program or project

- ✓ How will the funding be used?
- ✓ What is likely to be achieved?
- ✓ How will the outcomes (projected benefits of the initiative) be measured to determine if it is a success?

Need of the initiative, program or 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 Documents

- ✓ Most recent Profit and Loss Statements (if applicable)
- ✓ Most recent Audit Report (if applicable)
- ✓ Copy of Organisational Constitution (not applicable for businesses)
- ✓ Certificate of Incorporation (if applicable)

Other Documentation (not mandatory, but strengthens application)

- ✓ Club Development Plan
- ✓ Strategic Plan
- ✓ Correspondence from governing bodies highlighting the need/benefit
- ✓ Letters of support
- ✓ Membership surveys/feedback/complaints
- ✓ Minutes of meetings

Associated Costs

- ✓ Breakdown of costs to complete the project
- ✓ Costs are to relate to financial contribution only
- ✓ All amounts are to be GST exclusive

Acknowledgements

- ✓ How is the organisation going to acknowledge Council's financial or in-kind support you are seeking? Consider the amount being requested and how Council's investment in this project, program, initiative or resource could be promoted by your organisation (if successful).

For further assistance in collating and preparing to lodge your application please refer to the Gladstone Regional Council Fundseeker Toolkit.

7. 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 reserves the right to:

- 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, and/or, received after the closing date (advertised on Council's website).
- Offer partial funding to any application made to the Community Investment Program.

8. Timeframes

The assessment process for Community Donations Fund can take up to three (3) weeks to finalise.

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 a delegated Officer of Gladstone Regional Council.

9. Successful applications

Successful applicants will be:

- Notified in writing. This notification may take the form of a formal letter or, at the discretion of the Manager of Community Partnerships.
- 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. If Council does not have the applicant details on Council's vendor data base, the applicant will be required to complete an onboarding request through EFTSure. This will be emailed to the successful applicant if required. **EFTSure is a system Council uses for supplier onboarding. Completing this process ensures you are paid quickly and accurately.*
- Required to:-
 - Comply with the terms and conditions of receiving the funding
 - Submit a tax invoice within the requested timeframe
 - Expend funds within the timeframes given (unless an extension is granted by Council); and
 - Submit an acquittal.
- Responsible for obtaining all appropriate permits, approvals, licences, insurances etc to undertake the project.

Council reserves the right to:-

- Advertise projects that have been successfully funded by Council (i.e media release, social media); and
- Advertise successful applicant details on Council's website (including but not limited to, project description, name of applicant, amount funded).

10. Unsuccessful applicants

Unsuccessful applicants will be notified in writing.

11. Appealing decisions

The Community Donations Fund decisions are made by Council officers under delegation. Where a decision is made by delegation, a request for review of the decision can be made to the Chief Executive Officer for consideration.

12. Funding

Funding rounds scheduled to be offered each financial year will be advertised on Council's website and within Council's Community Investment Portal.

Applicants to the Community Donations Fund can apply up to a maximum of \$500 (excluding GST). 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 not be used for any purpose other than what is has been approved for unless written consent has been obtained from Council.

Council reserves the right to: -

- 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 the successful delivery of their initiative for this reason.

13. 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.

14. Acquittal Process

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.

15. 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.