



# Community Resilience Grant Programme

2020-2021



## **Guidelines**

To facilitate community resilience and social cohesion (one-off) grants are available to drive community recovery through events or activities that may target social, mental and or physical wellness throughout the community.

Events and/or activities are to take place between 1 September 2020 and 31 May 2021.

Community Resilience Grants are available up to maximum of \$5,000 (excluding GST).

Grant Applications open – Wednesday, 29 July 2020

Grant Applications close – Wednesday, 19 August 2020

Community Resilience Grants are not associated with Council's Community Grants Programme or Regional Arts Development Fund (RADF).

This Community Resilience Grants have been made possible by funding from Northern Queensland Primary Health Network (NQPHN).

## **Purpose of the Funding**

To facilitate community resilience and social cohesion (one-off) grants are available to drive community recovery through events or activities that may target social, mental and or physical wellness within the community.

## **Funding Exclusions**

This Grant Funding cannot be used for the following:

- To support ongoing service delivery
- To employ staff
- For recurring maintenance or operational costs of existing programs or facilities

## **Objectives of the Funding**

Events or activities may target the following areas:

- Support the development or operation of local community networks or coordinating alliances that help create linkage within the community that promotes wellbeing
- Increase community health and wellbeing by promoting early help- seeking as well as health information and resources that meet the diverse needs of the community
- Increase community cohesion and engagement focused on providing an opportunity for people to connect, share experiences, and to build strength and capacity for the future
- Increase inclusiveness and participation of hard to reach individuals and priority segments of the population who are experiencing hardship due to extreme climatic conditions

## **Key Performance Outcomes**

The expected outcomes from the grants include:

- An increase in access to prevention and early identification programs and services
- Targeted programs that meet the needs of vulnerable and disadvantage people and communities
- An increase in access to programs and services

## Acknowledgements Required

Community Resilience Grant funded activities must acknowledge, as a condition of your Agreement, the Northern Queensland Primary Health Network (NQPHN) and Charters Towers Regional Council in all promotional material, publications and products by inclusion of the Community Resilience Grant 2020-21 acknowledgment text and logos.

Grant recipients are required to acknowledge the funding received in media releases and/or media mentions through the below funding acknowledgment statement:

*This [activity/service/event] is supported by Northern Queensland Primary Health Network (NQPHN).*

Grant recipients are required to acknowledge the funding received in all promotional and marketing materials (brochures, flyers, posters, website, social media, etc.) as below:

*Funded by*



*Supported by*



## Logos For Your Use

Electronic version of the Northern Queensland Primary Health Network logo are available from Council by emailing [mail@charterstowers.qld.gov.au](mailto:mail@charterstowers.qld.gov.au).

Approval of all promotional material displaying the Northern Queensland Primary Health Network logo must be approved before publication. Please email [branding@charterstowers.qld.gov.au](mailto:branding@charterstowers.qld.gov.au).

## Conditions of Grant

The following conditions of the grant are listed in the Letter of Offer and are common for all Grant recipients:

- The Letter of Offer shall be void unless executed by you and returned with the required documentation to Council within thirty (30) days of the date of the letter.
- The grant may only be used for the purpose agreed by Council. Approval must be obtained from the Council (in writing) for any changes to your project. Council has the option of approving the changes, or requesting that a new application is completed. Changes can only occur once written approval has been granted by Council.
- You must adhere to the Acknowledgement Guidelines.
- You are required to submit an Acquittal, including proof of outcome promotion, no more than eight (8) weeks after the conclusion of the project.
- If the Acquittal is not received by the due date and contact is not received from the applicant within ten (10) days, Council may begin debt recovery actions to recover the grant amount in addition to other actions at its disposal.
- Council requires that you supply at least ten (10) digital photographs of both the event and/or the lead up to the event as part of your Outcome Report. (Note: In providing the supplied content including photographs, graphics, logos and /or any other content you warrant that consent has been obtained and/or is given for the purpose of supplying to Council for the Community Resilience Grant Programme. Further, in providing the supplied content you explicitly permit the collection and use of the supplied content by Council, which may be used, copied, stored, adapted, printed, published, advertised, promoted and/or reproduced without further notice, acknowledgement, remuneration or compensation.)

## Community Resilience Grant Application Form

### Organisation Details

Organisation Name:	
Postal Address:	
Street Address:	
Email Address:	
Phone Number:	
Contact Person:	
Contact Person Phone No.:	
ABN:	
Is the Organisation Registered for GST:	

### Event Details

Event or Activity:		
Event or Activity Description:		
Location of where event to take place:		
Total Cost:		
Amount Sought:		
Event or Activity Start Date:		
Event or Activity Finish Date:		
How many people expected to attend event or activity?		
How will the event or activity meet the objectives?		
How and which outcomes will the event or activity meet?		
Copy of Public Liability Certificate of Currency attached?	Yes	No
Please attach a copy of your activity's risk assessment		

<b>Budget</b>			
<ul style="list-style-type: none"> <li>• Please round amounts to whole numbers</li> <li>• Amounts should be GST Exclusive</li> </ul>			
<b>Expenses</b>			
Item	Description	Grant	Cost
Total Expenses		\$	\$
<b>Income (include in-kind)</b>			
Total Income		\$	\$



## Certification

I, the undersigned, certify that:

- I have read and will abide by the Community Resilience Grant Applicant Guidelines together with any published revisions which are available at [www.charterstowers.qld.gov.au](http://www.charterstowers.qld.gov.au).
- The statements in this application are true and correct to the best of my knowledge.
- I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

### Privacy and Right to Information

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project. If your application is successful, the Council may disclose the following information to Northern Queensland Primary Health Network:

- the information you provide in your grant application;
- the amount of funding you receive;
- the information you provide in your outcome report; and
- text and images relating to your funded activity.

The information may be used by the Council or Northern Queensland Primary Health Network for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.

The information may be used by the Council or Northern Queensland Primary Health Network for the promotion or development of Community Resilience Grants. For this purpose, the information and your contact details may be provided to Queensland Government Members of Parliament, the media and other agencies who may contact you directly.

The Council and Northern Queensland Primary Health Network may also publish the information in their Annual Reports or on their websites. The Council and Northern Queensland Primary Health Network treat all personal information in accordance with the Information Privacy Act 2009. The provisions of the Right to Information Act 2009 apply to documents in the possession of the Council or Northern Queensland Primary Health Network.

Signature		Date:	
Name in full			
Position in group (if applicable)			

## Acquitting the Grant

All funded Community Resilience Grants recipients are required to complete a Grant Acquittal. The Grant Acquittal includes information about the success of your event or activity, budget and perceived value of the event or activity. All unused funds are to be returned to Council.

Community Resilience Grant Acquittal	
<b>Organisation Details</b>	
Organisation Name:	
How many community members participated in the activity or event? (location, age, etc.)	
Describe the community response to the event or activity.	
Describe the perceived value of the event or activity to the community. Should this activity occur again and why?	
Describe the activities or events undertaken to increase community awareness for services.	
Describe any barriers and enablers to service delivery.	
<b>Support Materials</b>	
List all the support material you are including that demonstrates the success of the project. For example: weblink, press clippings, event program, photographs, etc.	

<b>Actual Budget</b>			
<b>Expenses</b>			
Item	Description	Grant	Cost
Total Expenses		\$	\$
<b>Income (include in-kind)</b>			
Total Income		\$	\$
<b>Declaration</b>			
Declaration by Recipient			
<ul style="list-style-type: none"> <li>• I certify that to the best of my knowledge, information detailed in this report (and relevant attachments) is true and correct.</li> <li>• I understand I may be asked to provide the Council with additional information on the funded project.</li> <li>• I understand that the Council and Northern Queensland Primary Health Network Committee may nominate my project to Queensland Government as an example of best practice.</li> <li>• I warrant that all supplied content including photographs, graphics, logos and /or any other content have been obtained with consent for the purpose of providing them to Council for the Community Resilience Grant Programme.</li> <li>• I acknowledge that the content supplied to Council will be collected and used, and I explicitly permit that the supplied content may be used, copied, stored, adapted, printed, published, advertised, promoted and/or reproduced without further notice, acknowledgement, remuneration or compensation.</li> </ul>			
Signature:		Date:	
Name in full:			
Position (if applicable):			







**CHARTERS TOWERS**  
REGIONAL COUNCIL

Community Resilience Grant Programme

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