



# Community Grants Programme Guidelines & Application Form



**The Community Grants Policy** is designed to provide financial assistance for events that enliven and enrich communities within the Charters Towers Region.

Events are defined as: 'an event, project, service (including sponsorship), facility or other activity for which assistance through grant funding is sought'.

- Read the Policy carefully before completing this application
- Application/s should be typed or neatly handwritten
- **ALL** questions must be answered and all required documentation must be included
- Remember to **KEEP A COPY** of your application/s and list of enclosures for financial acquittal purposes
- Incomplete applications will **NOT** be accepted
- For a more detailed description of your event/project/service **further papers may be attached**
- **DO NOT** bind your applications. Staple at left hand top corner only

### Associated Documents

- Charters Towers Regional Council Community Grants Policy

### Grant Limit

A limit of up to **\$5,000 maximum** in monetary value and/or in-kind support may be requested. Support of School Awards Nights up to **\$100 maximum** will be considered upon request.

### Community Grant Aim

It is **not** the intention of the Charters Towers Regional Council Grants Policy to fund events on a recurring basis. The intent is to provide seed funding to support applicants to become self-sufficient and to encourage new and diverse events/projects/services to be developed in the Charters Towers Region.

### Eligibility Criteria

Applicants **must** meet all of the following criteria:

- Be a not for profit, incorporated community organisation
- Hold a current public liability insurance certificate to a value of not less than \$10 million
- Be located and operate within the Charters Towers Region, and benefit the communities of the Charters Towers Region
- Not operate or benefit from gaming machines
- Not be a Political party
- Not be a State and Commonwealth Government agency with the exception of school award nights
- Have no overdue debt to Council
- Have attended training opportunities provided by Council associated with event management if funding request is event related
- Have acquitted all Community Grants received from Council.

### Ineligible

Assistance will **not** be provided for applications that:

- Are primarily for the benefit of an individual
- Are primarily of a commercial nature
- Take place outside of the region
- Do not align with the objectives of Council's Community Strategic Plan
- Fall within the responsibility of a State or Federal government department for delivery (with exception of school award nights)
- Are for repayments of debts or loans

- Are for funding for individuals – to attend/participate higher self-achievement events/courses
- Are for components of events that include salaries/wages for staff or recurrent costs associated with day to day operations
- Are received after the advertised closing date/time
- Are from organisations that have outstanding Grant requirements, ie. acquittals

### Assessment Criteria

Applicants will need to demonstrate a benefit to the community anticipated to be derived from the event, including but not limited to:

- Opportunity or enhanced opportunity for community inclusion from the planned event
- Enhancement of civic pride and sense of place to be derived from the event
- Enhanced opportunities for local economic activities
- Other expected outcomes of the event that will provide a positive contribution to the quality of life within the Charters Towers Region.

Additional information outlining the following is also required:

- Demonstrate how the event/project/service will become self-sustaining (business plan/strategic plan).
- The organisation's capacity to manage funds and events.
- Alternatives for income or assistance available for the event/project/event.
- Details of other grants that have been applied for/approved relating to the proposed event/project/service.
- Details of Risk Management Plan relating to the proposed event/project/service.

For further enquiries or assistance in completing the application form, please contact Charters Towers Regional Council on 07 4761 5300.

**GRANT APPLICATION**

**1) Grant Definitions & Application**

**Organisation Details**

The organisation is the group facilitating the event for which support is requested.

Organisation Name(s) \_\_\_\_\_

Postal Address \_\_\_\_\_

Street Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_

ABN \_\_\_\_\_

Is your organisation registered for GST?  Yes /  No

If your organisation is registered for GST, is your organisation prepared to issue a Tax Invoice for the GST inclusive amount approved by Charters Towers Regional Council?  Yes /  No

**Committee Details**

Please list names, email or phone contact of two (2) Committee/Board Management Members:

President/ \_\_\_\_\_ Treasurer/ \_\_\_\_\_  
Vice President Secretary

Phone No. \_\_\_\_\_ Phone No. \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

**2) Is your organisation being auspiced? If so, please provide the following details.**

Auspicings Organisation Name(s) \_\_\_\_\_

Postal Address \_\_\_\_\_

Street Address \_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No \_\_\_\_\_

Email Address \_\_\_\_\_ ABN \_\_\_\_\_

Is this organisation registered for GST?  Yes /  No

If this organisation is registered for GST, is the organisation prepared to issue a Tax Invoice for the GST inclusive amount approved by Charters Towers Regional Council?  Yes /  No

**3) Documentation**

Please provide a copy of the following with your application:

- The organisation's Certificate of Incorporation
- The organisation's Certificate of Currency for Public Liability Insurance

If funding request is for an amount higher than \$1,000 you must also provide copies of the following:

- The organisation's most recent Audited Financial Report
- Letters of support – minimum of three (3)
- An Event Checklist (only if funds are required for an event)
- Business Plan (only if funds are required for a recurring event)
- Risk Management Plan (only if funds are required for an event)

**4) Details of Festival, Event or In-kind Activity**

Event/Project/Service \_\_\_\_\_

Organisation Name \_\_\_\_\_

Location where event/project/service will take place \_\_\_\_\_

Is this Event/Project/Service:  'One – Off' or  'Recurrent'

Total cost \$ \_\_\_\_\_ Amount sought \$ \_\_\_\_\_

Other sources of funding/assistance \_\_\_\_\_ \$ \_\_\_\_\_

Anticipated Start Date \_\_\_\_\_ Finish Date \_\_\_\_\_

Tell us about your event/project/service and its potential to benefit the communities of the Charters Towers Region, e.g. Bringing visitors to the Region, provide entertainment to locals (attach additional pages if required).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many people do you expect to attend the event/project/service? \_\_\_\_\_

How many are expected to be from outside the Region? \_\_\_\_\_

How will the event/project/service become sustainable in the future? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If this event is ‘recurrent’, can you demonstrate other financial and/or in-kind partnerships that will assist in the delivery of the event, including self-funding?**

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**The community is entitled to know when public monies are made available to support an event. How will Council’s contribution of public funds be acknowledged?**

For example: on advertising for the event, Mayor invited to speak at event, inclusion of the Mayor’s message in any festival or event related publicity.

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5) Budget – Income and Expenses

**BUDGET**

Please round all amounts to whole dollars.

- Please complete this budget to account for all costs of your activity.
- Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved.
- The amounts requested in the third column (CTRC\*) show how much of the CTRC\* funding you will allocate to each expenditure item.
- **Note:** If you are registered for GST, your expenditure and income should be exclusive of GST. If you are not registered for GST, your expenditure should include the gross value (including GST).

EXPENSES	Cost	*CTRC Grant
#		
<b>TOTAL EXPENSES</b>	\$	\$
<b>INCOME</b> (includes in-kind contributions)		
#		
<b>TOTAL INCOME</b>	\$	\$

NB:

- Please indicate in the left hand column# if the amounts are in-kind (I) or monetary (\$).
- If you are registered for GST, your expenditure and income should be exclusive of GST. If you are not registered for GST, your expenditure should include the gross value (including GST).
- Please round amounts to the nearest dollar
- A maximum of up to \$5,000 in monetary and/or in-kind support may be requested.

**6) Certification**

To be signed by the President/Chair of the **applicant organisation or sponsoring organisation**.

I certify that to the best of my knowledge the statements made in this application are true and correct.

**Information 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. 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, Council may disclose the following Information to the public:

- 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, as submitted in support of acquittal procedures.

The Information may be used by Council for the promotion of the Community Grants programme or the promotion of funding outcomes for projects in Charters Towers. For this purpose, the Information and your contact details may be provided to the media and other agencies who may contact you directly. The Council may also publish the Information in their Annual Report or on their website.

Council treats 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.

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return:**

**Postal address:**

Chief Executive Officer  
Charters Towers Regional Council  
PO Box 189  
CHARTERS TOWERS QLD 4820

**Hand Delivery:**

Chief Executive Officer  
Charters Towers Regional Council  
12 Mosman Street  
CHARTERS TOWERS QLD 4820

**Email:**

mail@charterstowers.qld.gov.au

COUNCIL USE ONLY	
The CTRC Community Grant Application is: <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b> <input type="checkbox"/>	Community Grants Chairperson's name: _____
Amount requested (whole \$ only) \$ _____	Community Grants Chairperson's signature: _____
<b>Amount approved</b> (whole \$ only) \$ _____	Date: ____ / ____ / ____